



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant II
DEPARTMENT: Parks and Recreation
DIVISION:
SUPERVISED BY: Department Director or designee

JOB SUMMARY/OVERVIEW OF THE POSITION: Performs intermediate-level administrative support and program coordination for the Parks & Recreation Department. Duties involve greater responsibility, including preparing reports, maintaining departmental records, assisting with program scheduling, and providing customer service to residents, contractors, and vendors. Work is performed with general supervision. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- All duties of Administrative Assistant I.
- Schedule and coordinate facility reservations, athletic leagues, and recreation programs.
- Prepare and maintain detailed records, reports, and correspondence.
- Process program registrations, permits, and financial transactions.
- Assist with preparation of meeting agendas, notices, and minutes.
- Maintain department calendars and assist with staff scheduling.
- Serve as a point of contact for vendors, contractors, and recreation partners.
- Respond to inquiries regarding policies, facility availability, and program details.
- Greet and assist the public in person, by phone, and via email.
- Perform general office tasks such as filing, scanning, copying, and data entry.
- Maintain and update department records in physical and electronic formats.
- Assist with scheduling recreational activities, classes, and facility rentals.
- Process routine forms, applications, and payments.
- Provide support to department staff during special events.
- May lead Administrative Assistant I.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of municipal or recreation department functions and terminology.
- Knowledge of basic accounting or bookkeeping principles for fee processing.
- Skill in using recreation or facility scheduling software.
- Strong organizational skills with the ability to coordinate multiple activities.
- Ability to work independently with minimal supervision.
- Ability to exercise sound judgment and problem-solving in routine situations.
- Ability to provide courteous, effective, and professional customer service.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 25lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or GED; Associate’s degree preferred.
- Two (2) years of administrative, clerical, or customer service experience (municipal or recreation experience preferred). Experience with facility scheduling or recreation management software.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver’s License – Class E.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION	REVISION DATE: 10/2025
FLSA STATUS: Non-Exempt	
PAY GRADE: See current pay scale	