



CITY OF BROOKSVILLE

JOB DESCRIPTION

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

JOB SUMMARY/OVERVIEW OF THE POSITION: Provides advanced administrative, program, and office management support for the Parks & Recreation Department. Duties include coordinating department operations, managing complex scheduling and recordkeeping, preparing financial reports, assisting with budget monitoring, and supporting supervisory staff. Work is performed independently and may include training or leading lower-level staff. 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 and II.
- Coordinate program logistics, facility scheduling, and large community events.
- Perform payroll and timekeeping duties.
- Maintain complex departmental databases and prepare reports for supervisors and City leadership.
- Assist with tracking expenditures, processing invoices, and monitoring budget accounts.
- Draft and edit correspondence, policies, and public communications.
- Provide guidance and training to Administrative Assistant I and II staff.
- Handle confidential information with discretion.
- Serve as the primary administrative support for the Parks & Recreation Director and management team
- May lead Administrative Assistant I and II.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of municipal operations, recreation programs, and facility management.
- Knowledge of budget preparation and financial tracking processes.
- Strong written and verbal communication skills, including report preparation.
- High-level skill in Microsoft Office Suite, recreation management systems, and financial software.
- Ability to supervise, train, and mentor administrative staff.
- Ability to prioritize multiple projects, meet deadlines, and work independently.
- Ability to exercise discretion, maintain confidentiality, and handle sensitive issues with professionalism.

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 in business, public administration, or related field preferred.
- Four (4) years progressively responsible administrative experience, including at least one (1) year in recreation or municipal government.
- Strong proficiency in Microsoft Office Suite and recreation management software.
- Ability to work independently, prioritize tasks, and provide high-level customer service.

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	