



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Executive Assistant
DEPARTMENT: City Manager
DIVISION:
SUPERVISED BY: City Manager

JOB SUMMARY/OVERVIEW OF THE POSITION: The Executive Assistant provides high-level administrative and clerical support to the City Manager's Office. Responsibilities include preparing correspondence and reports, coordinating assignments, maintaining records, payroll and personnel files, and ensuring compliance with City policies and public records requirements. This position requires independent judgment, discretion, professionalism, and the ability to work with minimal supervision. The Executive Assistant may supervise support staff, interact with the public and officials, and provide direct support during emergency operations in accordance with the City's Emergency Operations Plan. This position requires accuracy, attention to detail, and the ability to work in a fast-paced environment while following established procedures. 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:

- Provide a wide range of administrative and clerical support to the City Manager's Office.
- Prepare correspondence, reports, forms, agendas, and other official documents.
- Perform tasks and duties related to payroll.
- Receive, route, and respond to telephone calls, emails, mail, and public inquiries.
- Maintain personnel, payroll, and other departmental records in compliance with public records law.
- Coordinate and track interdepartmental assignments and deadlines.
- Analyze office and operational procedures; recommend improvements to efficiency and cost-effectiveness.
- Schedule meetings, appointments, and events for management personnel.
- Prepare and deliver presentations using Microsoft Office Suite (Word, Excel, PowerPoint).
- Assist with budget preparation, purchasing, and invoice processing.
- Participate in emergency preparedness and response activities; complete required NIMS (National Incident Management System) training.
- Maintain confidentiality and exercise discretion in handling sensitive matters.
- Work safely and responsibly in completing assigned duties.
- Perform other related duties as assigned by the City Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern office practices, procedures, and equipment.
- Strong organizational and multitasking skills with attention to detail.

- Ability to analyze reports, data, and policies, and apply findings effectively.
- Skill in preparing clear, accurate, and professional correspondence and records.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other software as required.
- Ability to establish and maintain complex filing systems (electronic and physical).
- Strong communication and interpersonal skills for effective interaction with officials, employees, and the public.
- Ability to exercise independent judgment, discretion, and problem-solving.
- Commitment to confidentiality, professionalism, and customer service.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with or without corrective device), good hearing (with or without corrective device), ability to lift and load 35lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High school diploma or GED required.
- Associate’s degree in Business Administration, Public Administration, or a related field preferred.
 - Coursework in office administration or specialized business school training desirable.
- Five (5) years of progressive administrative/clerical experience supporting a supervisor or executive-level official required.
- Experience in a government, legal, or executive office setting preferred.

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	