



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Executive Assistant
DEPARTMENT: Public Works
DIVISION:
SUPERVISED BY: Director of Public Works

JOB SUMMARY/OVERVIEW OF THE POSITION: The Executive Assistant provides advanced administrative, operational, and policy support to the Public Works Director and leadership team. This position manages sensitive information, coordinates departmental activities, and serves as a liaison between the Director and internal/external stakeholders. Work requires a high degree of professionalism, discretion, independent judgment, and organizational skill. The Executive Assistant ensures efficient daily operations, facilitates effective communication, and may supervise support staff. 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:

Administrative Support

- Provide high-level administrative assistance to the Public Works Director, including scheduling, correspondence, and records management.
- Draft, review, and edit reports, presentations, and other documents.
- Maintain confidentiality with respect to sensitive and personnel-related matters.
- Prepare and/or process payroll and timesheets for departmental staff.

Meeting & Event Coordination

- Schedule and organize meetings, workshops, and training sessions.
- Prepare agendas, gather/distribute materials, and record accurate minutes.
- Ensure timely follow-up on meeting action items.

Communication & Liaison

- Serve as the primary point of contact for inquiries to the Public Works Director.
- Provide timely, professional responses to internal and external stakeholders.
- Act as liaison with other City departments, outside agencies, and the public.

Office & Project Management

- Manage office operations including supplies, equipment, and recordkeeping systems.
- Perform tasks/duties related to Public Works payroll and timekeeping.

- Assist with departmental budgeting, purchasing, and procurement processes.
- Support the Director and project managers with research, coordination, and tracking of departmental projects, reporting progress and deadlines.
- Perform functions of procurement, budget keeping, requisition entry, and other finance related duties that directly impact Public Works.

Compliance & Procedures

- Ensure adherence to City policies, procedures, and applicable regulations.
- Prepare compliance-related documentation and reports as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills with ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other software applications.
- Ability to analyze and interpret data and prepare clear reports.
- Ability to exercise discretion, maintain confidentiality, and use sound judgment.
- Ability to analyze reports, data, and policies, and apply findings effectively.
- Skill in establishing and maintaining cooperative working relationships.
- Ability to supervise and provide direction to support staff when assigned.

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 related field preferred.

Experience

- Three (3) to five (5) years of progressively responsible administrative support experience, including work supporting a manager, director, or higher-level executive.
- Experience in municipal government or public sector environment 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