



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant III
DEPARTMENT: Fire
DIVISION:
SUPERVISED BY: Fire Chief

JOB SUMMARY/OVERVIEW OF THE POSITION: The Fire Department Administrative Assistant III performs advanced administrative and clerical support to the Fire Chief, command staff, and department personnel. This position requires a high degree of confidentiality, professionalism, and independent judgment in handling sensitive information, coordinating departmental operations, and serving as the primary administrative liaison within the Fire Department. 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:

- Provides direct administrative support to the Fire Chief and command staff, including scheduling, correspondence, and preparation of reports.
- Serves as a point of contact for internal and external inquiries regarding fire department operations, policies, and services.
- Prepares, edits, and maintains departmental records, reports, and official documents, ensuring accuracy and compliance with regulations.
- Assists with budget preparation, tracking expenditures, and maintaining financial records for the Fire Department.
- Coordinates meetings, training, and special events; prepares agendas, minutes, and follow-up documentation.
- Maintains personnel files and assists with onboarding, certifications, and compliance tracking for staff.
- Processes invoices, purchase orders, and requisitions in accordance with city policies.
- Supports grant administration, reporting, and documentation for fire-related programs.
- Prepares confidential reports and assists with labor/management matters as directed by the Fire Chief.
- Performs payroll functions and time tracking for fire department.
- Performs other related duties as assigned to ensure smooth operations of the Fire Department.
- May lead Administrative Assistant I and II.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong knowledge of office management procedures, recordkeeping, and customer service

practices.

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and ability to learn specialized fire service software.
- Ability to draft and edit reports, correspondence, and meeting materials with accuracy and professionalism.
- Excellent organizational skills, with the ability to manage multiple priorities in a fast-paced environment.
- Strong interpersonal skills and ability to work effectively with staff, other departments, and the public.
- Ability to maintain confidentiality of sensitive information.

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 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. Notary Public certification preferred or must obtain within six (6) months of hire.

***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