



CITY OF BROOKSVILLE JOB DESCRIPTION

POSITION TITLE: Annexation Specialist
DEPARTMENT: Community Development
DIVISION:
SUPERVISED BY: Community Development Director

JOB SUMMARY/OVERVIEW OF THE POSITION:

The Annexation Specialist performs technical, administrative, and public outreach work related to annexations, real property research, and related municipal projects. Responsibilities include negotiating with property owners for annexations or property use agreements, preparing legal descriptions, verifying maps, conducting neighborhood polls, and providing support for public hearings and council actions. The position requires knowledge of real estate principles, title research, and applicable state and local laws. 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:

- Prepare Requests for Council Action, correspondence to property owners, legal descriptions, and supporting documentation for annexations and related projects.
- Conduct title searches, property research, and verify parcel data using City and County records.
- Negotiate with property owners to secure agreements for annexations.
- Draft and review maps, plot plans, and other exhibits to support annexation proposals.
- Conduct neighborhood and citizen polls to gather feedback on annexations.
- Compile and analyze property valuation data for annexations.
- Maintain accurate records and databases, including updates to assessment rolls and parcel records.
- Coordinate with internal departments, elected officials, and external agencies to ensure annexation processes comply with legal and procedural requirements.
- Provide customer service to residents, property owners, and stakeholders regarding annexation policies and procedures.
- Maintain regular and reliable attendance and uphold City standards of integrity, professionalism, and fiscal responsibility.
- Provide accurate reporting, calculation and overall data in relation to the duties of the role.
- Perform related duties as assigned.
- Received: Works under the general and/or technical supervision of a department director.
- Exercised: May provide technical guidance to support staff, interns, or lower-level planning personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Real estate principles, title examination, property valuation, and boundary controls.
- Federal, state, and local laws related to annexations, property acquisition, and improvement districts.
- Real property law, legal descriptions, and appraisal techniques.
- Methods of preparing and interpreting maps, surveys, and plot plans.
- Basic mathematics and recordkeeping practices.

Skill in:

- Reading and creating maps, legal descriptions, and property profiles.
- Using measuring tools (scale ruler, protractor, compass) and GIS mapping systems.
- Preparing clear, accurate reports and correspondence.
- Negotiating with property owners and building cooperative relationships.

Ability to:

- Interpret and prepare legal property descriptions.
- Organize and maintain accurate records.
- Communicate clearly and professionally, both orally and in writing.
- Work cooperatively with the public, City staff, and elected officials.
- Travel to sites and work outdoors in varying weather conditions.
- Be proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other software applications.
- Move and lift objects up to 50 pounds.

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (50) lbs.

- Experience: Minimum of two (2) years of experience in title examination, appraisal, or technical real estate work.
- Education: Bachelor’s degree in Urban Planning, Public Administration, Real Estate, or a closely related field, supplemented by coursework in real estate acquisition, business law, boundary control, or related areas.
- Candidates must not hold an active real estate license; any license should remain inactive during employment.
- Candidates must not have engaged in active real estate practice within Hernando County within the past three (3) years to avoid any potential conflict of interest.
- Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities may be considered.
- Possession of a valid Florida driver’s license with an acceptable driving record.
- Ability to safely operate a City vehicle.

***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: Exempt	
PAY GRADE: SEE CURRENT PAY GRADE SCALE	