



**Administrative & Special Events Assistant
Position Available
February 18, 2026**

Position Title:	Administrative & Special Events Assistant
Closing Date:	Open until filled
Annual Salary:	\$39,936.00
General Summary:	Under general supervision provides administrative and operational support to the Parks and Recreation Department and assists with the planning, coordination, and execution of community and special events. This position requires strong organizational skills, attention to detail, excellent customer service, and the ability to multitask. Reports to the Director and/or Deputy Director of Parks and Recreation
Description:	<p>Assists the public in person and by phone with information regarding park facility reservations, event sponsorships, vending opportunities, programs, and services.</p> <p>Process P-card transactions and purchase orders, maintain accurate electronic purchase records, coordinate capital project purchase orders with Finance, verify receipt of goods and services, and complete invoice payments with supervisory approval.</p> <p>Process payments for park reservations. Maintain records of park reservations and inform Parks staff and Police of upcoming reservations weekly.</p> <p>Coordinate Recreation and Cultural Services Board meetings, including sending notices, updating calendars for the Council Chambers, Parks Department, City Website, and Legistar, complete agendas and minutes, transmit Board communications in keeping with Sunshine Laws. Assist in the scheduling and organizing Beautification Awards.</p> <p>Prepare City Council agenda items related to the Parks Department and Recreation & Cultural Services Board as needed.</p> <p>Schedule and coordinate interviews with Parks & Recreation job applicants.</p> <p>Maintain equipment records, daily work logs, and incident and vandalism reports; track staff leave time, cash-ins, and boot allowances; and coordinate the ordering of staff uniforms.</p> <p>Prepare, review, and maintain required departmental documents, including reports, advisory board agendas and minutes, and official meeting notices.</p> <p>Maintain office supply inventory, order office supplies, materials and parts, as needed.</p> <p>Assist with updating and maintaining Parks & Recreation webpages, including posting event calendar content to the city website. Manage and update the digital roadway sign to promote programs, events, and community information.</p> <p>Support the coordination and scheduling of community events and programs; manage timelines; develop forms and online voting tools; post event information and photos to the City website; communicate with applicants, contestants, and winners; secure prizes; and coordinate award presentations for placement on City Council agendas.</p> <p>Support the planning, promotion, and coordination of special events. Assist with processing payments for event vendors and sponsorships, and maintain accurate records of all vendor and sponsorship transactions.</p> <p>Assist the Event Coordinator by monitoring expenditures, processing vendor invoices, preparing information packages, and maintaining organized records.</p> <p>Assist in cleaning the office and museum.</p> <p>Foster positive employee relations and employee morale on a City-wide basis.</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities.</p> <p>Perform other related duties as assigned and/or required and assist department employees within the scope of duties</p>
Minimum Qualifications:	<p>High school diploma required with an associate's degree preferred</p> <p>4-5 years customer service and general office experience required</p> <p>Business and computer knowledge required, including experience with Microsoft Office applications (Word, Excel, Publisher, PowerPoint, Outlook). Adobe software (Photoshop, Acrobat), and platforms such as Granicus Media Manager and Legistar. Proficiency in using Laserfiche, Naviline, and Venus 1500 electronic signage systems is also required.</p> <p>Valid Florida driver's license required</p> <p>Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities</p>