



POSITION TITLE: EXECUTIVE ASSISTANT TO THE MAYOR

REPORTS TO: MAYOR

OPENING DATE: 03/11/2026 CLOSING DATE: 03/20/2026

FULL-TIME SALARY: DOQ FLSA STATUS: NON-EXEMPT

DRUG FREE WORKPLACE/ EQUAL OPPORTUNITY EMPLOYER

General Description

The Executive Assistant to the Mayor provides high-level administrative and operational support to the Mayor. This position manages the Mayor's schedule, coordinates communications, prepares official documents, and ensures the efficient daily operations of the Mayor's Office with attention to detail and professionalism. This role requires friendly and responsive customer service in all interactions as a representative of the Mayor. Must have a demonstrated ability to handle sensitive, confidential, and politically sensitive information with the highest level of professionalism, integrity, and discretion. Maintains strict confidentiality regarding internal communications, personnel matters, policy discussions, and constituent information while exercising sound judgment in managing and sharing information appropriately.

Essential Job Duties

- Manage and maintain the Mayor's daily calendar, including scheduling meetings, appointments, and public engagements.
- Coordinate travel arrangements, itineraries, and logistical support for official events and meetings.
- Serve as a liaison between the Mayor, City Manager, city departments, government agencies, community organizations, and the public.
- Prepare, draft, review, and distribute official correspondence, memoranda, reports, and other documents on behalf of the Mayor.
- Organize and coordinate meetings, press conferences, and public events hosted by the Mayor's Office.
- Prepare agendas, background materials, and briefing documents for meetings and public appearances.
- Attend meetings as required, record minutes, and monitor follow-up actions and deadlines.
- Manage incoming calls, emails, and correspondence directed to the Mayor's Office and respond or redirect as appropriate.
- Maintain organized records, files, and confidential documents for the Mayor's Office.

- Track priorities, projects, and initiatives to ensure timely completion and effective coordination.
 - Assist with constituent inquiries, complaints, and requests directed to the Mayor's Office.
 - Support special projects, research tasks, and administrative initiatives as assigned.
 - Ensure efficient daily operations of the Mayor's Office by managing professional workflow and adhering to office policies, procedures and protocol.
 - Ability to work with discretion and confidentiality
-

Qualifications / Requirements

- Bachelor's degree in Public Administration, Political Science, Business Administration, Communications, or a related field preferred.
 - Minimum of 3–5 years of executive administrative support experience, preferably in a government or public sector environment.
 - Strong written and verbal communication skills.
 - Excellent organizational and time-management abilities.
 - Proficiency in Microsoft Office or similar office productivity software.
 - Ability to handle confidential information with discretion and professionalism.
 - Ability to multitask and work effectively in a fast-paced environment.
-

Physical Requirements *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to sit for extended periods while performing administrative duties.
 - Ability to operate standard office equipment such as computers, printers, and telephones.
 - Occasional standing, walking, or assisting with event preparation may be required.
 - Ability to lift and move light office materials up to approximately 20 pounds.
-

Work Environment

- Work is primarily performed in an office setting within the Mayor's Office.
 - Regular interaction with city officials, staff, community members, and external stakeholders.
 - May require occasional evening or weekend work for meetings, public events, or city functions.
-

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Additional duties may be assigned as needed to support the operations of the Mayor's Office.

HOW TO APPLY:

Must submit a cover letter, resume and three (3) references. Send completed submittal via email or to the address below:

City of Florida City
Attn: Human Resources
404 West Palm Drive
Florida City, Fl 33034
305-247-8221
pdirector@floridacityfl.gov