JOB OPENING

Administrative Assistant to Office of the Mayor

Salary Range: $48,074 - $68,500 *Full-Time, Non-exempt position*
Closing Date: Open until filled
Reports to: Town Manager, or designee

Summary

The Administrative Assistant to the Office of the Mayor provides analytical, administrative and liaison work in support of the Mayor. Projects may include statistical analysis, legislative research, liaison with the public and community groups, as well as representing the Mayor at various meetings and functions.

Essential Duties:

- Coordinates policy efforts headed by the Mayor.
- Coordinates and arranges meetings for the Mayor and prepares material as required for such meetings.
- Coordinates and attends, when requested, events on behalf of the Mayor.
- May act as a representative of the Mayor in meetings involving local, regional, and state organizations, as well as committees.
- Maintains the schedule/calendar for the Office of the Mayor.
- Researches and compiles information; tracks constituent correspondence.
- Prepares written and statistical reports, receiving and responding to requests.
- Maintains status of various projects; projects may include statistical analysis, legislative research, liaison with the public and varied community groups.
- Supports Mayor's charter duties.
- Attends Town Council meetings as needed.
- Prepares or accumulates material to be included in speeches to be delivered by the Mayor.
- Files, prepares correspondence for review, prepares reports, and returns phone calls.
- Coordinates travel arrangements.
- Organizes and arranges, when advisable, public appearances and speaking engagements for the Mayor.
- Photographs and records special events and participants.
- Utilizes various computer applications including word processing, spreadsheets, databases, and PowerPoint in support of research, presentations, and other communications.
- Assists in emergency response operations as needed, follows all FEMA training and American Red Cross protocols.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to rapidly acquire considerable knowledge of the local municipality and procedural regulations applicable to the Town or local government.
- Ability to develop and maintain effective public relations.
- Excellent organizational skills required.
- Excellent writing skills and a strong knowledge of English usage, spelling, grammar and punctuation.
- Demonstrated proficiency in Microsoft Office applications.
- Ability to meet the public, understand their questions, and provide clear answers and provide excellent customer service
- Ability to work evening meetings and flexible hours, as needed.
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers, vendors and the general public.

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- Ability to communicate effectively orally and in writing in both English and Spanish.
- Ability to coordinate multiple projects and meet critical deadlines.
- Ability to exercise independent judgment and technical knowledge of the specific area of assignment and of overall Town and community activities.
- Ability to work evening meetings and flexible hours, as needed.

Minimum Requirements:

- Bachelor's Degree in Public or Business Administration or related field and a minimum of three years of experience in a similar position demonstrating a broad knowledge of principles and practices of public administration and government organizations.
- Bilingual English / Spanish) required.
- Ability to work flexible hours and/or evening hours required.
- Valid Florida Driver's License.

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: Jobs@miamilakes-fl.gov

Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved: 11/04/2026