



*Town of Bronson
650 Oak Street
P.O. Box 266
Bronson, FL 32621
352.486.2354 (Phone)
352.486.6262 (Fax)
www.townofbronson.org*

Job Title: Part-Time Administrative Assistant (Approximately 20 Hours/Week)

Department: Administration

Job Responsibilities:

- Provides administrative support to ensure efficient operation of Town Hall.
- Answers telephone calls and supports residents.
- Carries out administrative duties such as copying, filing, scanning, typing, etc.
- Exhibits polite and professional communication via telephone, mail, and email.
- Supports the team by performing tasks related to organization and communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventative maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Assists the Town Manager with various projects including assembling the town council packets and distributing quarterly newsletters to residents.
- Assists the Deputy Town Clerk with various projects including entering invoices into QuickBooks and organizing payments by month and/or vendor.
- Contributes to team effort by accomplishing related results as needed.

Note: These duties are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Minimum Requirements:

- High school diploma or equivalent education required.
- 2 years of administrative assistant experience.
- Knowledge of appropriate software including Microsoft Word, PowerPoint, Outlook, Excel, Adobe Acrobat, and the Internet.