

Job Opportunity

Executive Assistant

Jefferson County Manager's Office

Monticello, Florida

Jefferson County is seeking a highly organized, detail-oriented **Executive Assistant** to provide high-level administrative, financial, and operational support to the County Manager's Office. This position plays a critical role in ensuring efficient daily operations, exceptional public service, and effective coordination across departments, elected officials, and external partners.

Key Responsibilities

- Provide executive-level administrative support to the County Manager, including calendar management, correspondence, meeting coordination, and preparation of agendas and briefing materials
- Serve as a primary point of contact for the County Manager's Office, delivering exceptional customer service to the public, elected officials, department heads, and external stakeholders
- Assist with budget preparation, financial tracking, and reporting, including monitoring expenditures and supporting fiscal documentation
- Support grant administration, including tracking deadlines, maintaining grant files, assisting with reporting requirements, and coordinating with departments and funding agencies
- Prepare professional documents, presentations, reports, and spreadsheets with a high degree of accuracy and confidentiality
- Utilize and manage office technology systems, including document management platforms, financial software, spreadsheets, and communication tools
- Organize and maintain records in compliance with public records requirements and county policies
- Coordinate special projects and assist with policy, operational, and workflow improvements as assigned

Required Qualifications

- Strong organizational and time-management skills with the ability to manage multiple priorities and deadlines
- Proven customer service excellence, including professional communication and discretion in sensitive situations
- Demonstrated strengths in budgeting, finance, and financial reporting
- Experience supporting or coordinating grants or grant-funded programs
- High level of technology proficiency, including Microsoft Office (Word, Excel, Outlook, PowerPoint) and the ability to quickly learn new systems
- Exceptional written and verbal communication skills

- Ability to handle confidential information with integrity and professionalism

Preferred Qualifications

- Experience working in local government, public administration, or an executive office
- Familiarity with public sector budgeting, grants management, or government finance systems
- Associate's or Bachelor's degree in Business Administration, Public Administration, Finance, or a related field

Why Join Jefferson County?

- Opportunity to work directly with county leadership and contribute to impactful public service
- Collaborative, mission-driven work environment
- Competitive compensation and benefits package

Jefferson County is an Equal Opportunity Employer.

Please submit applications/resumes to:

**Shannon Metty smetty@jeffersoncountyfl.gov and
Ron Russo rrusso@jeffersoncountyfl.gov**