



Job Title: Executive Assistant

Department: Sarasota County Tax Collector

Location: Sarasota County, Florida

Reports To: Tax Collector

FLSA Status: Non-Exempt, Subject to Overtime

Job Type: Full-time

Hourly Range: \$25.70 - \$34.70

Job Description

The Sarasota County Tax Collector's Office is dedicated to providing efficient, transparent, and courteous service to our residents while upholding the highest standards of financial stewardship. Our team is committed to accuracy, integrity, and professionalism in every transaction we manage. Our mission is Exceptional Staff, Exceptional Service.

We are currently seeking a detail-oriented and proactive Executive Assistant to join our Administrative Team. The Executive Assistant provides high-level administrative support to the Tax Collector by conducting research, preparing reports, handling information requests, and performing a variety of administrative and clerical functions. This role serves as an internal point of contact for the Tax Collector, ensuring seamless coordination and effective communication across all activities.

1. Administrative Support:

- Manage and maintain the Tax Collector's calendar, including scheduling meetings, appointments, and travel arrangements.
- Prioritize incoming communications (emails, calls, mail) and respond or redirect as appropriate.
- Composes memos, letters; formats, edits, proofs and prepares correspondence, presentations, and reports for distribution.

2. Meeting Coordination:

- Organize and prepare agendas, materials, and minutes for meetings, ensuring the Tax Collector is well-prepared for all meetings.
- Attend meetings to capture notes and ensure follow-ups are executed effectively.
- Liaise with internal and external stakeholders to coordinate schedules and ensure meetings run smoothly.

3. Travel Management:

- Plan, book, and manage complex travel itineraries.
- Prepare detailed travel briefs and ensure all travel-related documents are in order.

4. Project Management:

- Assist in tracking and managing projects, ensuring deadlines are met and deliverables are completed.
- Conduct research and compile data to support executive decision-making.

5. Confidentiality and Discretion:

- Handle sensitive information with the utmost confidentiality and professionalism.

6. Office Management Support:

- Collaborate with other staff to ensure smooth office operations and foster a positive and collaborative working environment.
 - Order and maintain office supplies and equipment as needed.
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Qualifications and Skills

Education and Experience:

- 3-5 years of experience in an executive or senior administrative support role.
- Must have experience in supporting leadership teams in a demanding work environment.

Key Competencies:

- Exceptional organizational and time management skills.
- Strong written and verbal communication abilities.
- Strong computer skills, including proficiency in Microsoft Office suite and internet research skills; familiarity with Outlook and calendar scheduling is a must.
- Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines effectively.
- Strong attention to detail and a proactive problem-solver.
- Ability to handle confidential information with integrity and discretion.

Other Requirements:

- Professional demeanor and ability to build relationships with stakeholders at all levels.
 - Communicates with all levels of Tax Collector employees, taxpayers, vendors, and the general public.
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Benefits

- Comprehensive benefits package, including health, dental, vision, and retirement plans.
- Paid vacation, sick leave, and holidays.
- Opportunities for professional development.

Working Conditions

- Monday to Friday
 - Work is performed in a standard office environment.
 - May require sitting for extended periods and occasional lifting of materials (up to 25 lbs).
 - Interaction with the public, including occasionally dealing with difficult or upset taxpayers.
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How to Apply

Submit resume and cover letter to Employment@SarasotaTaxCollector.gov

Applicants will be accepted until the position has been filled, and early submission is encouraged. The successful candidate will be required to complete a background and reference screening.

Please notify our office if you need reasonable accommodation to participate in the employment process. EOE. This organization participates in E-Verify.