

## **City of Brookfield, Missouri**

### **Position Announcement**

**Position Title:** Administrative Assistant (Part-Time)

**Department:** City Hall / Administration

**Reports To:** City Manager (or Designee)

**FLSA Status:** Non-Exempt (Hourly)

**Compensation:** \$17.50 – \$20.00 per hour, Depending on Qualifications (DOQ)

**Work Schedule:** Approximately 20–25 hours per week; schedule determined by operational needs

**Opening Date:** February 12<sup>th</sup>, 2026

**First Review of Applications:** March 9<sup>th</sup>, 2026

### **Position Open Until Filled**

### **Position Summary**

The City of Brookfield is seeking a reliable, detail-oriented Administrative Assistant to provide comprehensive clerical and administrative support for City Hall operations. This position serves as a front-line contact for residents and supports administrative functions across multiple departments. The ideal candidate will be organized, professional, and able to perform a broad range of clerical duties in a small municipal government setting.

### **Essential Duties and Responsibilities**

The following duties are representative of the position and are not intended to be all-inclusive:

- Provide professional customer service to residents, vendors, and visitors in person, by telephone, and via email
- Perform data entry, document preparation, filing, scanning, and records management
- Assist with preparation of meeting materials, agenda packets, and official correspondence
- Process payments, issue receipts, and support basic financial recordkeeping functions
- Maintain organized digital and physical filing systems
- Assist with document retention and records requests in accordance with applicable Missouri statutes
- Provide clerical support to administrative staff and department heads as assigned

- Maintain confidentiality of sensitive municipal and personnel information
- Perform other related administrative duties as assigned

### **Minimum Qualifications**

- High school diploma or GED required
- Two (2) years of clerical, administrative, or office support experience preferred
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Demonstrated organizational and time management skills
- Ability to handle multiple tasks in a structured, deadline-driven environment

### **Preferred Qualifications**

- Experience working in municipal or public-sector administration
- Familiarity with financial software, utility billing systems, or accounting platforms
- Experience handling confidential records or public records requests

### **Knowledge, Skills, and Abilities**

- Knowledge of general office practices and procedures
- Ability to interact professionally with the public and elected officials
- Ability to exercise sound judgment and maintain confidentiality
- Ability to work independently with minimal supervision
- High level of accuracy and attention to detail

### **Physical Requirements**

The physical demands described here are representative of those required to successfully perform the essential functions of this position:

- Ability to sit or stand for extended periods
- Frequent use of computers, telephone, and standard office equipment
- Occasional lifting of up to 20 pounds (files, paper boxes, office supplies)

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

## **Employment Conditions**

- Position is part-time and non-benefit eligible (unless otherwise provided by city policy)
- Employment is contingent upon successful completion of a background check
- The City of Brookfield is an Equal Opportunity Employer

## **Application Process**

Applicants must submit:

- Completed City of Brookfield Employment Application
- Resume
- Three (3) professional references

Applications may be submitted in person or by mail to:

City of Brookfield  
Attn: City Manager  
116 W. Brooks Street  
Brookfield, MO 64628

Or via email: [sdixon@brookfieldcity.com](mailto:sdixon@brookfieldcity.com)