



Pinellas County Government Professional Position

Executive Administrative Specialist, County Administration



Our Vision: To Be the Standard for Public Service in America



About the Position

Ideal Candidate

The ideal candidate will have a “can do” attitude and a desire to work in a customer-centered business culture. We’re seeking someone who is comfortable managing multiple priorities, as well as interacting with executive leaders and various internal and external stakeholders. Excellent writing, proofing, and computer skills are essential.

We need a self-starter who can act independently while managing a broad scope of responsibilities. In this role, you’ll interact with high-ranking officials, executives and managers, and work on projects that require a high level of discretion and tact.

Minimum Qualifications:

- Five years of experience providing administrative support, and business coordination in a professional office environment, or
- Associate’s degree in public administration, business administration or a related field, and three years of experience as described above
- Bachelor’s degree and one year of experience as described above, or
- An equivalent combination of training, education and experience.

Position Description

[The Executive Administrative Specialist](#) position description provides further details about the role and responsibilities, illustrative tasks, and the knowledge, skills and abilities required for this career opportunity.

Mission and Strategic Plan

[Mission, Vision and Values](#)
[Our Strategic Plan](#)

Compensation

Salary

The salary range is \$47,476 to \$66,472. The starting salary will be commensurate with the selected candidate’s qualifications.

Benefits

Pinellas County offers a [comprehensive and competitive array of employee benefits](#). The County participates in the Florida Retirement System (FRS), which offers two options: Pension Plan or Investment Plan. The County also offers an optional deferred compensation (IRS Section 457) plan with a choice of four plan providers.

Important Notices

Pinellas County is an Equal Opportunity Employer, and women and minorities are encouraged to apply. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled. If you are a candidate claiming veteran’s preference, please complete the [Veteran’s Preference Eligibility Form](#) and email all related documentation along with your resume.

Pinellas County complies with the Americans with Disabilities Act of 1990. Requests for accommodation in the application and selection process should be made to the County Administrator’s Office. Verification of need for accommodation may be required. Reasonable accommodations will be made on a case-by-case basis.

Confidentiality

Please be advised that the Florida State Supreme Court has ruled that all information supplied while making application with all state, county and municipal entities and agencies becomes a part of public record under provisions of Chapter 119 of Florida Statutes and, as such, must be made available to interested parties upon specific request. Under Florida’s public records act, once a candidate has submitted a resume or application, that information is public. As a practical matter, we do not anticipate press coverage of this recruitment. Hence, candidates can expect some degree of confidentiality, but it cannot be guaranteed.

How to Apply

Please email your resume and cover letter as file attachments to [Jack Loring, Workforce Development Manager](#)

Additional Information

[Pinellas County Government](#)
[County Organizational Chart](#)
[Pinellas County Budget](#)

