



**AVIATION DEPARTMENT - Fort Lauderdale-Hollywood International Airport**

320 Terminal Drive, Suite 200 • Fort Lauderdale, Florida 33315 • 954-359-6100

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**EMPLOYMENT OPPORTUNITY**

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**BROWARD COUNTY AVIATION DEPARTMENT  
FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

**Executive Assistant**

**\$27.2087 - \$43.4253 Hourly / \$56,594 - \$90,324 Annually, DOQ plus benefits**

The Aviation Department which operates the Fort Lauderdale-Hollywood International Airport, and the North Perry Airport is seeking qualified candidates for the position of Executive Assistant in the Administration division. We are looking for an experienced and highly organized Executive Assistant for the Chief Executive Officer (CEO)/ Director of Aviation to provide comprehensive administrative and operational support. In this pivotal role, the incumbent will serve as a trusted partner to the CEO, managing complex schedules, coordinating meetings, handling confidential information, and facilitating communication across the organization. The ideal candidate is proactive, detail-oriented, and possesses exceptional communication and problem-solving skills. The Executive Assistant will be responsible for anticipating the needs of the CEO, ensuring their time is optimized, and enabling them to focus on strategic priorities. Some key duties of the position include managing calendars, arranging travel, preparing reports and presentations, and acting as a liaison between the CEO and internal/external stakeholders. The incumbent must be able to thrive in a fast-paced environment, adapt to changing priorities, and maintain the highest level of professionalism and discretion. This role requires a strong sense of initiative, the ability to work independently, and a commitment to excellence. If you are passionate about supporting executive leadership and contributing to the success of a dynamic organization, we encourage you to apply.

**Minimum Education and Experience Requirements:**

Requires an Associate's degree from an accredited college or university with major coursework in business, public administration, aviation management or closely related field.

**(One year of relevant experience may be substituted for each year of required education.)**

Requires four (4) years performing administrative duties for high level executives with a large agency in the public/local government sector or closely related experience including six (6) months of lead work/supervisory experience.

**Special Certifications and Licenses**

- Must possess a valid Florida driver's license during employment and maintain authority to drive on County business.
- Ability to obtain and maintain a Security Identification Display Area (SIDA) Badge and Customs Seal.

**Preferences**

- Ability to read/write/speak Spanish
- Ability to handle sensitive information with confidentiality.
- Proactive, resourceful, and able to work independently.
- Strong attention to detail and accuracy
- Professional demeanor and strong interpersonal skills.
- Experience supporting C-level executives.
- Exceptional organizational and time-management skills.
- Excellent written and verbal communication abilities.

Interested applicants must apply online at [www.broward.org/careers](http://www.broward.org/careers).

Broward County Board of County Commissioners

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