

**Broward Metropolitan Planning Organization  
Job Description and Qualifications**

**ADMIN I**

<b>Classification</b>	Exempt or Non-Exempt**
<b>Title:</b>	MPO Admin I
<b>Reports to (Title):</b>	MPO – Staff Administrative Assistant
<b>Salary Range:</b>	\$30,000 - \$50,000

**\*\* FLSA Classification status will be based on salary.**

**JOB DESCRIPTION**

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**Summary/Objective:**

The MPO Admin I – Staff Administrative Assistant is a professional and technical administrative position providing customer service and administrative support for MPO staff. Work involves assisting in the planning, scheduling, coordinating, implementing, and maintaining of administrative programs or systems. Employees in this class work with relative independence on routine MPO activities, projects, and programs and exercise increased initiative in performance of assignments as experience is gained. The position will be stationed in the front office and provide frontline reception for visitors and guests.

**Duties and Responsibilities:**

- Provides information and assistance to visitors/guests, regarding MPO programs and projects to the general public and other governmental agencies.
- Coordinates meetings, schedules, and meeting room calendars.
- Provides general support for MPO Staff including correspondence, mail outs and emails.
- Maintains/updates mailing lists and contact information, assists with agenda preparation and Board/Committee meetings.
- Provide staff assistance for project presentations.
- Prepares and mails documents, picks up and distributes mail, and replenishes funds for the postage machine.
- Provides telephone proficiencies in a high volume environment.
- Manages the copier machines. Orders copier supplies and copy paper supplies.
- Maintains and orders office supplies.
- Receives and arranges deliveries.
- Performs all other related duties as required.

**Competencies:**

- Decision Making.
- Judgment.

- Independence.
- Written and Oral Communication Proficiency.
- Personal Effectiveness/Credibility.

**Education and Experience:**

- A Bachelor's Degree in business or public administration or related field; or any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job, which may serve as a substitute at the discretion of the MPO.

**Licenses and/or Certificates:**

- Possession of and ability to maintain a valid State of Florida Driver's License.

**Supervisory Responsibility and/or Reporting Status:**

This is not a supervisory position. The position is under the direction of and responsible to the Chief of Staff or designated representative.

**Knowledge, Skills, and Abilities:**

- Knowledge of general MPO administrative principles and practices.
- Knowledge of sources of information, current literature, and recent developments regarding MPO administration.
- Ability to organize and analyze information, and perform administrative research.
- General knowledge of public administration with particular reference to MPO, state and federal administration.
- Knowledge and skill in the use of transportation computer systems and software applications.
- Knowledge of office procedures, practices, systems, equipment and software, including Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- Ability to work relatively independently, with minimal supervision.
- Ability to communicate effectively and clearly both orally and in writing.

**Working Conditions:**

- This job operates in a professional office environment.
- The noise level in the work environment is usually quiet to moderate.
- The employee is occasionally exposed to outside weather conditions during travel.

**Physical Demands:**

- While performing the duties of this job, the employee is regularly required to talk, stand; walk, use hands and fingers, handle or feel; and reach with hands and arms.
- This is light work requiring the exertion of 20 pounds of force occasionally, and up to 10 pounds of force frequently.

- The work requires visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing and maintaining written and electronic documents.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type/Expected Hours of Work:**

- This is a full-time position.
- The official hours of business are Monday through Friday, 8:00 a.m. to 5:00 p.m., but the MPO offers employees a variety of flexible schedule (i.e., flexible arrival and departure times) options within the limits set by the supervisor.

**Security Clearance:**

- None.

**Travel:**

- Occasional travel is expected for this position.

**Other Duties:**

- The above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position.
- Duties, responsibilities and activities may change at any time with or without notice.