

MPO BOARDS COORDINATOR/ADMINISTRATOR

Professional Area: Administrative Services/Transportation Planning
Salary Ranges: Based on qualifications and experience
Location: Fort Lauderdale, Florida
Closing Date: Friday, November 16, 2018 or until position filled

The Position

The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented administrative professional to join our team as an **MPO Boards Coordinator**. This position will have direct contact with a variety of transportation professionals, including MPO Board members, elected officials, various local, state and federal agencies, the public, MPO partner agencies and other stakeholders. Employee must work be able to work in a collaborative environment and provide support for the Broward MPO's projects and programs. This position reports to Deputy Executive Director of Administrative Services/MPO Chief of Staff and directly supports the Administrative Services and functions of the Broward MPO. Please visit <http://browardmpo.org/index.php/employment-opportunities>

About Broward MPO

The MPO provides essential multimodal transportation planning services to over 30 municipalities and Broward County, while also working with partners in Miami-Dade and Palm Beach counties to plan for the Southeast Florida region. The thriving region is home to almost six million residents, with almost two million in Broward County alone, and another two million anticipated to call Southeast Florida home in the next 20 years. Our region is the fourth largest urbanized area in the United States with a diverse population and opportunities for both urban and suburban lifestyles.

The Broward MPO is nationally recognized for its innovation in transportation planning. Our recently renovated and technology focused office is located in beautiful Fort Lauderdale, Florida, close to world famous attractions and recreational activities including Miami Beach, Palm Beach, Florida Keys, Everglades, fishing, boating, beautiful beaches, and Orlando and its theme parks. Our office has direct access to transit, rail, interstate and bike/pedestrian facilities for easy commuting options.

The MPO embraces diversity and is a place where employees are appreciated, respected and cultivated with excellent opportunities for professional development and growth. We foster a collaborative environment and encourage innovation and efficiency among employees. Our family atmosphere balanced with a highly motivated team of professionals, who support the success of the agency as well as the individual, make it an ideal place to work.

The Candidate

The ideal candidate is a highly motivated administrative professional, preferably in the transportation field, with exceptionally strong writing skills and interest in interacting with transportation professionals, elected officials and the public. The successful candidate should be well organized and able to multi-task, juggle multiple agendas and agenda items within the production process, have an ability to communicate effectively both orally and in writing, can synthesize technical information into plain-speak material, and have an ability to prioritize complex administrative activities and ever-changing work assignments. Experience with “AgendaQuick” software and/or format and content of public agency agendas/agenda items desirable. Interest in legislative issues is a plus.

The successful candidate will hold a Bachelor’s degree in business administration, public administration, political science, communications, planning or related field; or 2 have years direct experience related to meeting/agenda coordination for a public agency.

Benefits

The Broward MPO offers a generous compensation package. Benefits include:

- Medical (paid for employee and subsidized family coverages)
- Short-term disability
- Long-term disability
- Life insurance
- Generous Paid time off (PTO)
- 10 paid holidays
- 3 personal holidays
- Bereavement and jury duty leave
- Florida Retirement System (FRS)
- 457 deferred compensation plan
- Employee development opportunities
- Flexible work schedules

To Apply

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