

Boards Coordinator/Administrative Assistant

\$40,000-\$60,000

**Job Description**

The boards coordinator/administrative assistant is a multi-functional position at the MPO. This person would be responsible for administering several MPO boards/committees as well as providing customer service and administrative support for MPO staff.

**Core Responsibilities**

- Acts as a liaison to several of the MPO's boards/committees.
- Performs document control/management, review and analysis, and preparation of information for board/committee members.
- Manages all meeting logistics, including the development of assigned board/committee calendars, timely preparation and distribution of agendas, notifications, and advance reading material.
- Manages and maintains virtual public meetings and webinars as needed.
- Attends and records all meetings of the assigned board/committees to ensure they are conducted in accordance with relevant governance standards.
- Prepares and maintains minutes, bylaws, policies, and other public and confidential documents of the assigned boards/committees in a timely manner.
- Anticipates and follows up on outstanding agenda items, taking action to ensure information is provided to the board/committee members in a timely manner.
- Provides technical support and implements streamlined processes that use best-available technology for improving transparency and efficiency of board/committee activities.
- Coordinates meetings, schedules, and meeting room calendars.
- Provides support and serves as a backup to senior staff with regard to MPO Board, Technical Advisory Committee (TAC), and Citizens' Advisory Committee (CAC) meetings.
- Provides general support for MPO staff including correspondence, mail-outs, e-mails, and other documents.
- Provides general support to finance and human resources staff on an as-needed basis.
- Maintains/updates mailing lists and contact information.
- Carries out light administrative duties for the office such as, but not limited to, mail/delivery, copier management, and minor office procurements.
- Performs other related tasks as needed.

### **Core Products**

- Collaborates with staff to produce agenda packages for the Southeast Florida Transportation Council (SEFTC), Regional Transportation Technical Advisory Committee (RTTAC), and other boards/committees as may be deemed necessary by MPO management.
- Manages the membership of the Southeast Florida Transportation Council (SEFTC), Regional Transportation Technical Advisory Committee (RTTAC), and other boards/committees as may be deemed necessary by MPO management.
- Collaborate with senior staff on the annual update of the MPO's Continuity of Operations Plan.

### **Required Knowledge:**

- Knowledge of general MPO administrative principles and practices.
- Knowledge of sources of information, current literature, and recent developments regarding MPO administration.
- General knowledge of public administration with particular reference to MPO, state and federal administration.
- Knowledge and skill in the use of computer systems and software applications.
- Knowledge of virtual meeting technologies and resources.
- General knowledge of electronic voting systems and Robert's Rules of Order.
- Knowledge of office procedures, practices, systems, equipment, and software, including Microsoft Office Suite (particularly Excel).
- General knowledge of government procurement procedures.
- General knowledge of transportation planning a plus.
- Required Skills & Abilities:
- Ability to organize and analyze information and perform administrative research.
- 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.
- Ability to prioritize tasks effectively to ensure deadlines are met on a consistent basis.

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

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