



Broward Metropolitan Planning Organization Job Description and Qualifications

Job Title:	Administrative Assistant
Job Classification:	Administrative Services – Admin I
Reports to (Title):	Administrative Services Manager
FSLA Status:	Non-Exempt
Salary Range:	\$45,000 - \$75,000

JOB DESCRIPTION

Summary/Objective:

The Administrative Assistant provides 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 provides frontline reception for visitors and guests.

Duties and Responsibilities:

- Provides information and assistance to visitors/guests regarding MPO programs and projects and 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, e-mails, and other documents;
- Maintains/updates mailing lists and contact information;
- 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;
- Assumes P-card transaction responsibilities and processes payments;
- Collaborates with senior staff on the annual update of the MPO's Continuity of Operations Plan;
- Performs other related duties as required.

Competencies:

- Decision Making.
- Leadership.
- Discretion.
- Judgment.
- Independence.
- Communication Proficiency.
- Personal Effectiveness/Credibility.
- Organization.
- Coordination.
- Multitasking.

Education and Experience:

- A Bachelor's Degree in Planning, Business Administration, Finance or related field, plus two (2) years of responsible professional planning experience; 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.
- Other qualifications as appropriate or ability to learn.

Supervisory Responsibility and/or Reporting Status:

- This is not a supervisory position.
- The position is under the direction of and responsible to the Administrative Services Manager.

Working Conditions:

- This job operates in both a professional office environment, outdoor field conditions at job sites and telework.
- The noise level in the office work environment is usually quiet to moderate but the field environment can include high levels of noise where hearing and other protective devices may be required.
- The employee is exposed to outside weather conditions.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to talk, stand; walk, use hands and fingers to handle or feel; and reach with hands and arms.
- The employee must be able to walk over uneven terrain, surfaces, and other conditions normally associated with a construction job site while wearing appropriate safety gear.
- The required field work requires standing and walking for extended times in outdoor conditions of south Florida, which include high temperature and humidity conditions.
- 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:

- Regular travel within the county and occasional other 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 prior notice.