

# JOIN OUR TEAM

## ADMINISTRATIVE ASSISTANT

**Job Classification:** Planning & Programming – Admin  
**Reports To:** Planning & Programming Director

**Salary Ranges:** \$58,349.50 - \$97,180.50  
**Location:** Fort Lauderdale, Florida

## THE POSITION

The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented professional to join our team as an Administrative Assistant. The MPO is looking for a broad range of professional skills and abilities to complement our existing staff and may hire one or more candidates to ensure organizational needs are met. The Administrative Assistant provides customer service and administrative support for MPO staff and may work in close coordination with elected officials, municipalities, Florida Department of Transportation (FDOT), and others. This position supports the MPO by developing, maintaining, monitoring, and tracking various reports, assisting with purchases, scheduling meetings and events, support for travel arrangements, preparation of various documents, assist with managing grants, managing files and databases, and other related duties as required in a fast-paced and evolving environment. This position will also support board and committee meetings and the development of agenda packages.

## THE CANDIDATE

We are looking for one or more outstanding candidates with an interest and significant experience in one or more of the professional areas noted above. The ideal candidate is an experienced professional with a varied background in providing administrative support with knowledge and experience at the local, regional, state, or federal levels along with strong communication skills and experience coordinating with community interests and other governmental agencies. The successful candidate will have broad experience and an understanding of the full range of requirements to provide essential support to our personnel. The ideal candidate will have excellent organizational and communication skills, the ability to multitask effectively, and a strong attention to detail. The candidate should be proficient in Microsoft Office applications, including Excel, Word, PowerPoint, and Outlook. This person has a desire to grow their career with a progressive goal-oriented organization. The successful candidate will have strong collaborative and problem-solving skills. This person should enjoy working in a fast-paced environment and exercise initiative.

The successful candidate will hold a bachelor's degree in Planning, Business Administration, Finance, or related field, plus two (2) years of progressive responsible experience in related work. Any equivalent combination of relevant training and experience that provides the requisite knowledge, skills, and abilities for this job may serve as a substitute at the discretion of the MPO.



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## 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.

The Broward MPO is nationally recognized for its innovation in transportation planning. Our office is in beautiful Fort Lauderdale, Florida, close to world famous attractions and recreational activities, and is served by bus and rail transit as well as highway and bike/pedestrian facilities.

The MPO embraces diversity and is a place where employees are appreciated, respected, and cultivated with excellent opportunities for professional growth and development. We foster a collaborative environment, encourage innovation, and believe in developing staff through hands-on, in-house development of most work. Our family atmosphere is balanced with a highly motivated team of professionals who support the success of the agency and the individual, making it an ideal place to work.

## BENEFITS

**The Broward MPO offers a generous compensation package.**

### Benefits include:

- Paid health insurance (subsidized family coverage)
- Paid short- and long-term disability
- Paid life insurance
- Generous paid time off, sick, and administrative leave
- Paid holidays and 3 personal days
- Florida Retirement System (FRS)
- Optional 457 deferred compensation plan
- Optional health and dependent care flexible spending accounts
- Employee development opportunities
- Flexible work schedules and telework options

## 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.

**To apply, please visit:** <https://www.browardmpo.org/employment-opportunities>



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## DUTIES & RESPONSIBILITIES

- Support Deputy Executive Director of Planning and Programming;
- Support Planning and Programming department;
- Manage and prepare agenda for monthly Metro Transportation Engineering Construction Cooperative (MTECC) Board;
- Manage travel for department;
- Develop various tracking and management reports in spreadsheets and/or databases and update regularly;
- Assist with preparation of various planning studies and reports including proof reading, coordination, document preparation, figures, and tables;
- Assist with managing and tracking grants and coordinate with staff as necessary;
- Coordinates meetings, schedules, and meeting room calendars;
- Provides general support for MPO staff including correspondence, mail-outs, e-mails, and other documents;
- Provide staff assistance for project presentations;
- Support IT purchases and arranges deliveries;
- Performs other related duties as required.

## EDUCATION & 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 may serve as a substitute at the discretion of the MPO.

## COMPETENCIES

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

## 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 Planning & Programming Deputy Executive Director.

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## TRAVEL

- Occasional travel is expected for this position

## SECURITY CLEARANCE

- None.

## 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.

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## 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.

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