



Hernando County, Florida BOCC Administrative Assistant III (MPO)

CLASS CODE	P501	SALARY	\$19.52 - \$25.38 Hourly
ESTABLISHED DATE	August 30, 2021	REVISION DATE	September 18, 2023

Class Concept

The purpose of this position is to provide highly responsible administrative work and support to the Metropolitan Planning Organization (MPO), MPO Committee, and the MPO Staff including coordination with outside agencies. Requires the ability to use tact and recognize and maintain confidentiality.

Examples of Duties

- Performs duties of a staff assistant nature and participates directly in the work of the individual(s) supported.
- Secures details of specialized information, coordinating office work and providing information regarding the services and operation of the unit.
- Keeps appointment calendars and schedules appointments.
- Greets visitors, receives, screens, and prioritizes calls and refers callers to appropriate employees. Advises management of time sensitive requests.
- Creates memorandums, letters, forms, etc. Sets up and maintains specialized office files. Files letters, reports, and related technical information in the prescribed manner. Assembles information for other use. Opens, prioritizes and processes mail.
- Assists in the drafting of agenda items and prepares agenda packets for the Metropolitan Planning Organization Board and associated committees.
- Attends and takes notes and prepares minutes of conferences, meetings and functions as required.
- Utilizes agenda preparation software or creation of the MPO agenda and finalizes items with meeting results, minutes and executed documents/actions.
- Coordinates travel arrangements for MPO Staff and Board members.
- Coordinates meeting locations in two jurisdictions and ensures appropriate staff services have been secured.
- Updates MPO website with committee and MPO agendas, and other program and plan documents.
- Submits legal requests as directed by MPO staff and works closely with the County Attorney's office to ensure strict deadlines are met.
- Performs research and retrieval of records. Conducts statistical comparisons of information.
- Assists in the preparation and maintenance of department records. Maintains office supplies.
- Additional duties as assigned.
- Demonstrates commitment and dependability with regular attendance, punctuality, and adherence to schedule of availability.

Typical Qualifications

Minimum Qualifications

- High school diploma or equivalent, associate degree preferred.
- Three (3) years' experience involving advanced administrative/staff assistant duties including the operation of a personal computer, keyboard, or similar data entry equipment, with emphasis in local government.

Licenses, Certifications, or Registrations

- Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

Special Requirements

- County employees are required to report for work during a state of emergency and are subject to recall around the clock for emergency response operations which may include duties other than those specified in this job description.

Required Competencies

- Knowledge of
 - business English, spelling and punctuation to prepare documents and compose letters, etc.
 - general office practices and procedures
 - general mathematics
 - the overall functions and operations of County government
- Ability to
 - establish and maintain effective working relationships with employees and the public
 - access, input, and retrieve information from a computer software and e-mails
 - operate various types of office equipment communicate using speaking, hearing and visual skills
 - express ideas clearly and concisely with, both verbally and in writing
 - interact with co-workers, supervisors, and the public in a professional and courteous manner
 - deal with multiple tasks simultaneously
 - ascertain priorities and meet deadlines and objectives
 - recognize and maintain confidentiality
 - read and comprehend policies, rules, and regulations
- Proficiency with computers, software, and customer service

Supplemental InformationPhysical Demands

- While performing the duties of this job, the employee is required to
 - sit, stand, walk, bend, talk and hear
 - handle repetitive motion
 - access file cabinets for filing and retrieval of data
- Work is sedentary and exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects is required.

Environmental Conditions

- Work is performed primarily in an office environment working closely with others in occasional noisy office conditions, including computer and printer noises.
- Works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Pay Grade: 5

FLSA: Non-Exempt

Bargaining Unit: Teamsters Local 79