

HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

Job Title	MPO Executive Assistant	Pay Grade	8	Class Code	
Department	Hernando/Citrus Metropolitan Planning Organization (Transportation)	Salary Range	\$49,023-\$68,637		
Division		FLSA	Exempt		
Reports to	MPO Executive Director	Revised	February 2024		
Bargaining Unit	Teamsters Local 79				

GENERAL DESCRIPTION:

The purpose of this position is to support the Hernando/Citrus Metropolitan Planning Organization (MPO) with carrying-out local, state, and federal mandates of the MPO program and transportation planning related activities. This position will perform highly responsible technical and administrative work to support the MPO Board, Executive Director, MPO Coordinator, and the boards/volunteer committees functioning in the MPO. Requires the ability to communicate with elected officials at the local, state, and federal levels, and to use tact and proper business communication skills.

ESSENTIAL JOB FUNCTIONS:

- Performs duties of a staff assistant nature and participates directly in the work of the individual(s) and programs supported.
- Is responsible for electronically generating in prescribed software the following monthly (or as specified) agendas: MPO Board, Technical Advisory Committee (TAC), Citizens Advisory Committee (CAC), Bicycle/Pedestrian Advisory Committee (BPAC), and the Transportation Disadvantaged Local Coordinating Boards for both Hernando and Citrus counties.
- Prepares required legal notices, tracks agenda items, prepares meeting summaries and minutes, prepares any necessary finalization or follow-up of agenda item documents.
- Attends meetings, conferences, and workshops as required.
- Secures details of specialized information, coordinating work and providing information regarding the services and operations of the organization to officials, employees, and the public.
- Maintains project calendars and schedules meetings and appointments.
- 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 others use.
- Coordinates meeting locations in two county jurisdictions and ensures appropriate staff and security services have been secured.
- Maintains the MPO website with current and relevant information.
- 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.
- Serves as the official records custodian for the MPO. Acquires necessary office or operating supplies.
- Performs additional administrative and technical duties as assigned.

JOB STANDARDS:	
Education	Associate in Arts (AA) Degree with an emphasis in Business Administration plus three (3) years of experience in a professional administrative function involving a high level of administrative, staff assistant duties with emphasis in governmental administration. An equivalent combination of a High School diploma plus five (5) years of experience may be substituted for the AA Degree.
Experience	Associate in Arts (AA) Degree with an emphasis in Business Administration plus three (3) years of experience in a professional administrative function involving a high level of administrative, staff assistant duties with emphasis in governmental administration. An equivalent combination of a High School diploma plus five (5) years of experience may be substituted for the AA Degree.
Licenses, Certifications or Registrations	Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

EQUIPMENT USED
<ul style="list-style-type: none"> • County Vehicle, Computer, Printer, Copier, Telephone

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS
<p>Knowledge of:</p> <ul style="list-style-type: none"> • business English, spelling and punctuation to prepare documents and compose email and correspondence. • general office practices and procedures • general mathematics • the overall functions and operations of a County government <p>Ability to:</p> <ul style="list-style-type: none"> • establish and maintain effective working relationships with officials, employees and the public, • access, input, and retrieve information from computer software, • operate various types of office equipment, • communicate using speaking, hearing and visual skills, • express ideas clearly and concisely both verbally and in writing, • interact with co-workers, supervisors, and the public in a professional and courteous manner, • ability to handle multiple tasks simultaneously, • ascertain priorities and meet deadlines and objectives, • recognize and maintain confidentiality, and • read and comprehend policies, rules, and regulations.

ESSENTIAL PHYSICAL SKILLS
<p>While performing the duties of this job, the employee is required to:</p> <ul style="list-style-type: none"> • sit, stand, walk, bend, talk, hear, and handle repetitive motions, • access file cabinets for filing and retrieval of data/records, <p>Work is sedentary and exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects is required.</p>

ENVIRONMENTAL CONDITIONS

Work is performed primarily in an office environment working closely with others in occasionally noisy office conditions, including computer and printer noises. May be required to drive County vehicle to and from off-site meetings. Works in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

MARGINAL / SECONDARY JOB FUNCTIONS

- 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.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE