JOIN OUR TEAM

GOVERNMENT RELATIONS PLANNER

Job Classification: Administrative Services – Admin I
Reports To: Administrative Services Manager
Salary Ranges: $58,349.50 - $92,803.00
Location: Fort Lauderdale, Florida
FSLA Status: Exempt

THE POSITION
The Broward Metropolitan Planning Organization (MPO) has an exciting opportunity for a talented professional to join our team as an Government Relations Planner. The MPO is looking for professional skills and abilities to complement our existing staff to ensure organizational needs are met through the development and management of streamlined processes for Board and Advisory Committee meetings and supporting the efficient administration of the MPO in the area of administrative support to staff.

THE CANDIDATE
We are looking for an outstanding candidate with an interest and significant experience in the professional area noted above. The ideal candidate is an experienced professional with a background in writing and editing (agenda items, articles, and other documents), governmental boards/committees, project management, computer/IT, and administrative support.

The successful candidate will hold a bachelor’s degree in Public Administration, Communications, Business Administration, Finance, or related field plus four (4) years of progressive responsible experience. A Master’s Degree in Planning or Public Administration or related field may substitute for one (1) year of professional experience; or any equivalent combination of relevant training and experience that provide the requisite knowledge, skills and abilities for this position, which may serve as a substitute at the discretion of the MPO.

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.

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

DUTIES & RESPONSIBILITIES

• Acts as a liaison to the various Boards and Committees;
• Performs document control/management, review and analysis, and preparation of information for Board and Committee members;
• Writes agenda items, articles, and produces other written materials as required;
• Provides general support and quality assurance/quality control to staff on correspondence, mail-outs, e-mails, and other documents;
• Maintains/updates mailing lists and contact information;
• Manages all meeting logistics, including the development of Board and committee calendars, timely preparation and distribution of agendas, notifications, and advance reading material;
• Manages and maintains virtual public meetings and webinars (via Zoom or other platforms) as needed;
• Attends and records all meetings of the Board and committees to ensure they are conducted in accordance with relevant governance standards;
• Prepares and maintains minutes for Board and Committee meetings;
• Manages and maintains the membership of the Board and Committees, ensuring that vacancies are filled in a timely manner;
• Communicates all decisions, actions, directives, and important information following Board and committee meetings to the appropriate individuals or stakeholders;
• Anticipates and follows up on outstanding agenda items, taking action to ensure information is provided to the Board and 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 activities;
• Performs updates to the website as required;
• Attends and supports MPO public outreach events as required;
• Completes routine MPO activities and projects within the area of responsibility under the direction of a senior manager;
• Performs other related tasks as needed.

COMPETENCIES

• Computer Systems/Software Applications
• Decision Making
• Leadership
• Discretion
• Judgment
• Independence
• Communication Proficiency
• Personal Effectiveness/Credibility
• Multitasking
• Writing and editing
• Administrative Research
• Relationship Building

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EDUCATION & EXPERIENCE
• Bachelor’s Degree in Public Administration, Communications, Business Administration, Finance or related field plus four (4) years of progressively responsible experience.
• A Master’s Degree may be substituted for one (1) year of professional 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.

SECURITY CLEARANCE:
• None

TRAVEL
• Occasional travel within the county and occasional other travel is expected for this position.

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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.

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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