



February 2022

Job Location: Hollywood, Florida

Application Deadline: Until filled

Part-Time Position / Potentially Full-Time

ADMINISTRATIVE ASSISTANT I

GENERAL DESCRIPTION:

This position is responsible for providing high-level administrative support to the Director of Administration in accomplishing the objectives and goals of the Council's Executive Director, finance, and planning staff. Specific duties vary depending on current projects.

ESSENTIAL DUTIES:

- Provide administrative support to Council administration, finance, and planning staff
- Answer phones and maintain calendars
- Schedule and coordinate staff and other meetings
- Proofread and edit memoranda, letters, staff reports, monthly reports, and board packet materials
- Copy and prepare materials for various projects and grants
- Prepare agenda packets for Council meetings
- Prepare minutes of meetings as assigned
- Lend administrative support to outside meetings when requested. This duty includes driving, meeting set up and tear down, lifting of meeting packages, etc.
- Provide telephone support
- Sort, date stamp, and deliver incoming mail; apply postage and process outgoing mail
- General office administrative duties, to include but not limited to, typing, filing and record keeping. This duty includes driving and transportation of files to and from storage as needed.
- Prepare Local Governmental Comprehensive plans upon arrival for discussion with Planning and Economic Development Director and appropriate planning staff assignment
- Assist with Development of Regional Impact (DRI) operations including retrieval of DRI documents from storage unit for use at the Council office. This duty includes driving, lifting, and transportation of files.
- Maintain and update Council's existing databases (e.g., email, DRI and Document Management Systems)
- Order office and kitchen supplies
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Excellent interpersonal, verbal, and written communication skills, including proper spelling and grammar.
- Proven proficiency and experience in Microsoft Office, Outlook, Word, Excel, and Adobe; knowledge of GMS.

- Ability to work well under time-sensitive deadlines.
- Ability to handle multiple tasks.
- Ability to proof own work and work of others.
- Ability to work effectively with others.

EDUCATION / EXPERIENCE:

- Prior administrative experience. Managerial experience a plus.

PHYSICAL AND SENSORY REQUIREMENTS / ENVIRONMENTAL FACTORS:

- Duties require the ability to exert light to medium physical effort in sedentary to active work. This includes the occasional lifting, carrying, pushing and/or pulling of objects and materials of heavier weight, such as meeting materials for Council meetings outside of the office, binders, file boxes in storage, moving and unloading boxes of 20lb copier/laser printer paper, etc. Tasks may involve extended periods of time at a keyboard or workstation.
- Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

LICENSE:

- Must have a valid driver's license or be able to secure a valid Florida driver's license at the time of employment within this classification.

JOB LOCATION:

- South Florida Regional Planning Council, 1 Oakwood Boulevard, Suite 250, Hollywood, Florida 33020

SALARY & BENEFITS:

- The SFRPC offers a competitive salary and full benefits package including generous holiday, medical, dental, vision, life insurance, and retirement plan benefits for full-time positions. Part-time benefits include vacation and sick leave. Salary subject to negotiation.

Please submit resume fully describing experience and qualifications to Kathe Lerch at sfadmin@sfrpc.com

Contact:

South Florida Regional Planning Council
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Hollywood, Florida 33020
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