

Department: Economic and Community Development
Reports to: MPO Director

General Statement

Performs financial and administrative duties in support of the French Broad River Metropolitan Planning Organization.

Distinguishing Features of the Class

An employee in this class tracks studies, prepares invoices, and carries out administrative functions in support of regional transportation plans and oversees office operations and provide financial support, including financial tracking for transportation studies, preparing MPO invoices, maintaining our website, and ensuring that MPO materials are made available to the public. The ideal candidate will have strong organizational skills and a solid understanding of financial processes.

Duties and Responsibilities

Essential Duties and Tasks

Office Management:

- Coordinate and prepare for meetings, including logistics, notices, and minute-taking.
- Manage office supplies and equipment, ensuring optimal functioning and availability.
- Provide general administrative support, including data entry, filing, and correspondence.

Financial Management:

- Assist with invoicing and payment processing for transportation studies and projects.
- Maintain accurate financial records and track expenses against budgets.
- Prepare financial reports and support the budgeting process as needed.

Website Maintenance:

- Update and maintain the organization's website, ensuring content is current and accurate.
- Collaborate with team members to ensure relevant information is effectively communicated online.

Collaboration and Support:

- Work closely with staff and stakeholders to facilitate communication and collaboration.
- Provide support for special projects and initiatives as required.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic accounting software.
- Familiarity with website management tools and content management systems.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively within a team.
- Knowledge of transportation planning or metropolitan planning organizations is a plus.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience

- Bachelor's degree in finance, business administration, public administration, or a related field preferred.
- 2+ years of experience in office management, financial management, or related roles.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.

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