



Marion County Board of County Commissioners

POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ADMINISTRATIVE AND SOCIAL MEDIA COORDINATOR

Department: Transportation Planning Organization (TPO)
Pay Grade: 109
FLSA Status: Exempt
Job Class: 6252
Risk Code: 8810

JOB SUMMARY

Responsible for performing highly complex and advanced administrative, technical assistance and professional duties in support of the Ocala/Marion County Transportation Planning Organization (TPO).

ESSENTIAL JOB FUNCTIONS

- Oversees the establishing and maintaining of official documents and records in appropriate files.
- Manages the preparation for TPO board meetings, Citizens Advisory Committee (CAC), Technical Advisory Committee (TAC) and Transportation Disadvantaged Local Coordinating Board (TDLCB).
- Conducts formatting, editing and publishing of TPO Board, CAC, TAC and TDLCB meeting agendas, minutes, memos and documents for public posting.
- Records and documents meeting minutes for the TPO Board, CAC, TAC and TDLCB meetings, and other TPO related meetings and events.
- Documents and posts all TPO meeting notices, agendas, and meeting minutes to meet the State of Florida Sunshine law requirements for public meetings and public records.
- Prepares reports and correspondence requested by the TPO Director where information must be obtained from a variety of sources, as well as makes recommendations affecting aspects of office policy.
- Manages the TPO website, including direct correspondence and coordination with the TPO's website contractor responsible for routine maintenance, hosting, and technical issues. The TPO website is a fully independent platform managed and operated by the TPO and its contractor.
- Manages and performs design and content changes to the TPO website. Coordinates with TPO staff to provide one central point of contact for making consistent website changes and/or

additions, including meeting packets, agendas, and minutes, planning documents, photos and weblinks.

- Serves as the TPO's Social Media Coordinator responsible for managing and performing all social media platforms, activities and scheduled posts as outlined in the TPO Social Media Plan.
- Contributes regular social media postings per the TPO's Social Media and TPO Website Plan.
- Develops and updates the TPO Social Media and TPO Website Plan.
- Composes and prepares correspondence for the TPO Director's signature.
- Designs, formats, and prepares management and administrative information reports.
- Assists with recommendations for future equipment purchases and ongoing system-related supply needs.
- Assists TPO Director with annual budget preparation.
- Performs office management related to establishing filing systems, processing personnel records, processing purchase and billing records, maintaining reports.
- Oversees preparation of payroll and resolves problems as necessary.
- Proofreads copy and corrects drafts for grammar, punctuation, and spelling in order to produce error-free work.
- Arranges for meetings and conferences and may take notes. Maintains calendars.
- Oversees the purchasing process, accounts payable process, and tracking of budget expenditures.
- Organizes and submits TPO invoice payments in electronic folders for use in monthly and quarterly grant invoicing process
- Oversees proper maintenance of control files of matters in progress and follows up to ensure that actions are completed.
- Provides information within scope of knowledge or refers customers to appropriate individuals.
- Responds to telephone and/or email or website inquiries from the public and other agencies when information requested is specifically provided and known, such as from published records, specific deliveries and procedures, and calendar of events, or within established guidelines.
- Supports the organization's guiding principles and core values.
- Provides support services for the TPO's public involvement process, including attendance and participation in meetings, workshops, and events.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Serves as the TPO's liaison for community outreach activities and events.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position often functions as a lead worker in small and large groups of employees. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

QUALIFICATIONS

Education and Experience:

Associate's degree or equivalent; and three (3) years' progressively responsible related experience ; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- May require Notary Public certification dependent upon area of assignment.

Knowledge, Skills, and Abilities:

Language Skills

- Ability to read, analyze, and interpret highly complex documents.
- Ability to respond effectively to the sensitive inquiries or complaints.
- Ability to write concise meeting summaries, minutes, and short reports.
- Ability to communicate effectively with elected officials and members of the public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Problem-Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others as lead worker.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of the field of assignment sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Knowledge of social media management techniques and procedures.
- Knowledge of computers and other office equipment.
- Knowledge of policies and procedures of the County.
- Skills in the interpretation and application of business English, grammar, spelling, diction, style, and punctuation.
- Skills in organization and task prioritization.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.

- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to learn, interpret, and apply local ordinances and resolutions.
- Ability to supervise and train division clerical support staff.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to handle, hear, kneel, lift, reach, speak, stand, walk, and stoop.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.