

Vacancy Announcement

Job Title: Staff Assistant III- Transit

Posting Dates: Until Filled

Work Location: LaBelle, Florida

Purpose of Job:

Provides administrative support to Engineering, Road & Bridge, and Airport staff. Primary goal is to assist Engineering with the County's transit program. Assists with all incoming phone calls and public walk-ins. Processes transit data entry. Performs various clerical duties.

Main Duties and Responsibilities:

Receives, organizes, and tracks transit trips weekly, monthly, quarterly, and annually.

Coordinate with the contracted transit provider to ensure all maintenance records and employee files are up to date and electronically filed for auditing compliance.

Verify and track provided trips for a variety of funding sources for the transit program.

Assist with data collection for monthly invoicing for various funding sources.

Assist with monitoring purchasing procedures for the transit provider, Road & Bridge, Airports and Engineering Departments.

Assists with invoice verification for accounts payable for all Transit, Road & Bridge, Engineering and Airports projects funded by local, state, and federal programs.

Files correspondence and maintains electronic files.

Responds to requests from other departments.

Prepares advertisement and marketing for the transit program.

Assists in preparing presentations and gathering data for public meetings.

Performs other related duties as assigned.

Conducts informational research of board minutes, billing, etc. for Engineering.

Secondary Duties and Responsibilities:

Provides backup to Project Administrator in daily operations of the transit program, contract management and administration for all Transit, Road & Bridge, Airports and Engineering projects.

Provides backup to Staff Assistant II by answering phones and receiving customer complaints.

Responds to work during a declared state of disaster.

Performs other related duties as assigned.

Education:

A High School Diploma and a minimum of 3 years of clerical accounting experience. Attendance in post secondary business or financial and/or purchasing education may substitute for up to 2 of the required years of experience.

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Hours of Work

Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime may be required

Starting Range:

Maximum rate of pay depends on skills and qualifications.

This is a full-time position that includes County medical benefits and State Retirement.

To Apply:

Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference Form](#) to:

Audelia Bustamante
Hendry County BOCC
PO Box 2340
LaBelle, FL 33975
(Physical address: 640 S. Main Street)
Telephone: 863-675-5352
Fax: 863-674-4195
<http://www.hendryfla.net>
audelia.bustamante@hendryfla.net

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF
DISABILITY IN HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDES APPROPRIATE AIDS AND SERVICES FOR QUALIFIED
PERSONS WITH DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE
HR DIRECTOR AT THE NUMBER AND ADDRESS ABOVE FOR ASSISTANCE