

NORTHWEST REGIONAL AIRPORT AUTHORITY ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Title: Administrative Assistant

GENERAL SUMMARY

Primary function of this job is to provide varied administrative and technical support for the Northwest Regional Airport Authority. Employees in this job have no formal supervisory role, however, may train, guide, prioritize, or lead employees in certain applications related to the Authority. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations. This would include the ability to pass all required background and clearance requirements.

Employees may be required on occasion to work outside of normal business hours or work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include, but not limited to)

- Serves as liaison between the Authority and its Board, Corporate Counsel, employees, Airport tenants and the general public.
- Receives, screens, and directs phone calls and visitors to appropriate personnel. Provides general information regarding Authority operations and policies.
- Coordinates meetings, receptions and official ceremonies for the Authority.
- Schedules appointments and makes travel arrangements for the Authority CEO.
- Prepares reports, correspondence and other documents utilizing applicable software, within established procedures.
- Receives, prioritizes, copies and distributes correspondence and mail for the Authority to the appropriate individuals or departments.
- Prepares and processes correspondence, records, documents, reports and meeting minutes. Types, files and performs data entry. Takes meeting notes as needed.
- Prepares agendas and packets for all board and committee meetings related to the Authority.
- Assists in the preparation of job postings and advertisements, placing advertisements in appropriate publications and websites, and posting position openings in appropriate locations. Processes applications and assists with other recruitment activities as requested.
- Assists in various special programs as assigned, attending meetings, handling related correspondence, maintaining records, serving as liaison, assisting the public, and providing related assistance and answers to questions.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Sorts, files, and maintains materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.
- Monitors and maintains appropriate levels of office supplies and materials in support of Authority operations and activities.

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- Schedules and maintains shared Authority calendars.
- Performs various other support staff functions as workloads, absences or emergencies dictate.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High school diploma or equivalent
- 4-6 years related and progressively responsible experience
- 2- or 4-year degree in related field preferred

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this position. Appointment to or continued employment in this position is contingent upon a satisfactory background check which may include, but is not limited to:

- Confirmation of a persons' identity
- Review of criminal conviction records
- Verification of educational degree, license, or certificate required for the position
- Review of Department of Motor Vehicles records
- Department of Justice fingerprint scan, and/or drug and alcohol testing as required and allowable by law.

A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment. Noise level is typically moderate to quiet.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be required to lift/move up to 50 pounds (such as a box of paper).

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- General knowledge in the application of accounting or bookkeeping principles.
- Knowledge and ability to use modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones to prepare reports, maintain records, search for and compile data.
- Proficiency in the use of Microsoft Office applications including Word, Excel, Outlook and others as required.

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- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with travelers, tenants, co-workers, and representatives of other agencies or groups conducting business with the Authority.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to effectively communicate and exercise a high degree of diplomacy to present ideas and concepts orally and in writing.
- Ability to consistently demonstrate sound ethics and judgment
- Ability to juggle multiple tasks working in a fast-paced environment, while maintaining an attention to detail.
- Ability to critically assess situations, problem-solve, and work effectively under stress and changes in work priorities.
- Ability to maintain the confidentiality of information and professional boundaries