CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Airport Administrative Assistant**

Department: **Chehalis-Centralia Airport**

FLSA Status: Non-exempt

Union Status: Non-represented

Updated: April 2021

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are* ***not*** *intended to reflect all duties performed within the job.*

**NATURE OF POSITION**:

The Airport **Administrative Assistant** is responsible for planning and/or performing a variety of routine and complex analytical, clerical, administrative and technical work for the Chehalis-Centralia Airport. The position is responsible for the overall smooth and effective operation of administrative functions of the airport and assisting other staff members in accomplishing their missions. Primary duties include organizing and coordinating office operations and functioning as the initial point of contact for airport services.

**SUPERVISION RECEIVED**:

This is an appointed “at will” position reporting to the Airport Operations Coordinator. Work is reviewed through personal conferences, group meetings, and written and oral reports reflecting results observed, reported and achieved.

**SUPERVISION EXERCISED**:

None generally. As assigned or required may train, provide direction or act as a lead worker to other staff, seasonal/temporary, and/or volunteer workers. May exercise project related supervision over consultants or contractors as assigned or required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**:

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

Prepares, processes and/or coordinates departmental account receivables, billings and invoices. Receives payments and prepares deposits. Reviews, codes and gains appropriate approval for payment on all department invoices. Maintains airport petty cash fund.

Sets up and tracks accounts for both airport tenants and commercial property leases. Reviews established contracts and leases, prepares statements, processes bills and payments, reconciles bill payments and resolves issues with tenants as directed.

Maintains hangar waiting list and tracks tie down usage. Assists with hangar inspections, updates tenant records concerning insurance and other related hangar requirements. Updates emergency contact information as well as maintains a Code Red listing to be used in flood or airport emergency situations. Sends out airport notifications as directed.

Performs point of sale transactions for fuel sales, tracks fuel sales including tank measurements and reports as required. Receives invoices for fuel deliveries, researches and updates fuel prices as directed by the Airport Operations Coordinator.

Assists incoming pilots and passengers with transportation, directions to motels or other needed information. Prepares required forms for customer use of rental and/or courtesy car and ensures vehicles are in good order for use. Maintains pilot lounge area including maintaining supply of snacks. May assist pilots and passenger with other arrangements.

Acts as Administrative Assistant to the Airport Operations Coordinator and performs delegated administrative responsibilities. Prepares correspondence as directed, researches projects as needed, and writes reports as requested. Maintains office records, schedules and coordinates meetings, posts required public notifications and takes meeting minutes. Compiles and coordinates department timesheets.

Assists the public by phone or in person with questions or concerns and routes them to the proper authority as needed. Answers and screens phone calls, relays messages or redirects callers. Responds to the public in a courteous, respectful manner.

Researches, recommends, and/or implements office and general administrative procedures within guidelines or standards required of public agencies. Responds to routine airport correspondence and inquiries via phone, mail or e-mail. Picks up and processes the mail daily. Ensures city staff, public entities, attorney, etc. receive required information. May include making personal deliveries.

Responsible for all airport recordkeeping including proper retention and destruction of records, tracking and updating department asset inventory lists and preparation of surplus lists and sales. Manages facility and equipment access keys.

Successfully participates in and completes training and obtains and maintains applicable certification and/or licensing and eligibility in:

* Public Records Disclosure and Dissemination
* State and Federal Grant Requirements
* Other training as required by the City

Works with coworkers or independently, often with limited supervision. Prioritizes workload to meet production needs. Maintains productivity and self-motivation in accomplishing assigned tasks and duties. Meets deadlines as directed and/or required by law.

Works with Airport Operations Coordinator on preparation and refinement of annual budget, preparation for audits, tracking of grants including billing, payments, and reporting to the FAA. Produces work products and follows processes as required and audited by federal, state, and city using their specific regulations and guidelines.

Assists the Airport Operations Coordinator in monitoring revenues and expenditures to assure fiscal control and that assigned responsibilities are performed within budget. Performs cost control activities, including tracking project costs and preparing all associated reports.

Serves as an airport finance coordinator for federal and state grants by preparing periodic financial reports and statements as required for federal, state, and local government agencies and departments regarding FAA Airport Capital projects, or Washington state Department of Transportation Aviation (WSDOT-A) Airport Aid Grant collections and disbursements. Provides financial reports and data to the Airport Operations Coordinator and Finance Department as needed.

Assists in grant application preparation.

Ensures that all legal postings, insurance policies and business licenses are kept up-to-date.

In the event of an emergency and/or as directed by the Airport Operations Coordinator, follows procedures to post airport Notices to Airmen (NOTAMs) to communicate airfield conditions.

**OTHER DUTIES:**

Maintains regular, reliable and punctual attendance.

Assists in maintaining plantings and landscaping around terminal building.

Requires flexibility in work hours to accommodate operational and customer needs. May be required to work weekends and before or after normal working hours beyond the normal 40-hour week.

Operates office machines and equipment as required.

Researches, orders, and picks up supplies and cleaning products for the office, or airport buildings as requested by airport staff.

Follows directions and implements or carries out written and/or oral instructions and assigned duties.

Effectively communicates orally and in writing using the English language.

Frequently travels within the City. May on occasion travel out of town to attend conferences, seminars and training sessions as directed.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned. Duties may be expanded, decreased or altered at the discretion of the Airport Operations Coordinator.

**REQUIRED QUALIFICATIONS:**

**Education and Experience**:

Graduation from an accredited high school or GED equivalent.

College level course work in accounting, business administration, finance, or closely related field.

Two (2) years of progressively responsible experience in office and administrative work including experience providing direct customer service.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

**Licenses, Certifications and Other Requirements:**

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City Of Chehalis.

Must successfully satisfy a background investigation.

Must be bondable.

**Working Knowledge Of:**

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

**Skilled In:**

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

**Ability To:**

Deal tactfully and courteously with customers and tenants and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Read, comprehend and write the English language and to effectively communicate detailed and technical information and recommendations both verbally and in writing, and to understand, follow and transmit written and oral instructions.

Establish good and effective working relationships with representatives from other departments, agencies, customers, tenants and citizens.

Perform basic arithmetic computations and data entry functions accurately and review data for discrepancies.

Work confidentially and with discretion. Work independently and make routine decisions without direct supervision.

Perform the physical demands and essential duties and responsibilities described.

**Desired Skills and Abilities (not required):**

Aviation related experience, knowledge of airport operations and a general interest in aviation.

Familiarity with the BARS accounting system.

**MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS**:

*The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.*

Personal computer and other basic office equipment including telephone, radio, fax and copy machines. Passenger vehicles.

**PHYSICAL DEMANDS**:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office and plant/airport setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others. May require walking on uneven ground in inclement weather conditions.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WORK ENVIRONMENT**:

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed almost exclusively at the Centralia-Chehalis Airport in an office and shop environment but may occasionally take place at other facilities and locations. The noise level is generally that expected in a typical office/shop environment with increased noise exposure when working occasionally around aircraft. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, vibrations, and potentially unpleasant smells from aviation fuels.

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*The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.*

*The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.*

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