

CLASS TITLE: Administrative Assistant

DESCRIPTIVE STATEMENT:

This position requires strong knowledge of office and personnel skills. Individual will report to the Airport Director. Performs clerical and reception duties including taking minutes at Airport Board Meetings. Develops, coordinates and conducts personnel training and orientation for new employees. Keeps and maintains airport records and performs payroll duties. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

Individual performs mostly administrative duties for the Airport Director, but will also assist the Finance Director with payroll and other accounting duties. Individual will perform duties associated with Human Resources including participation in interviews and maintaining the Employee HandBook. Individual will make personnel related decisions based on established policies and procedures. Individual must have excellent telephone etiquette and be outgoing, friendly, and willing to provide employee based training and orientation. Individual will schedule meetings and coordinate events as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have good office skills and the ability to work effectively with management and other public officials, employees and other citizens. Must have excellent verbal and written communication skills. Payroll and Human Resources experience are a plus. Individual should have a working knowledge of Microsoft products including word, excel, and PowerPoint and experience with QuickBooks is a plus.

MINIMUM QUALIFICATIONS:

In addition to the knowledge, skills and abilities listed above, requires a minimum of a High School Diploma or equivalent and two years of administrative assistant and/or human resources experience.

SPECIAL REQUIREMENTS:

Employment may be contingent upon completion of federally approved 10-year background investigation and/or a background investigation by any law enforcement agency. Employee must maintain appropriate security status.

SPECIAL CONDITIONS OF WORK:

Individual may be required to work during an emergency.