

Yellowstone Regional Airport Cody, Wyoming

Job Classification Title:

Administrative Office Assistant

FLSA Status: Hourly	Job Type: Administration – Full Time	Pay Range/Band: Salary Matrix
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed with the job.

DEFINITION:

Under the direction of the Airport Manager and the Administrative Office Manager, assists with a variety of tasks and confidential administrative support functions. Provides information and assistance to the Airport Manager, Airport Staff, and the general public. Maintains an efficient general office environment; classifies and maintains the Airport's records and files.

SUPERVISION EXERCISED AND RECEIVED:

Receives direction from the Airport Manager and the Administrative Office Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Important and essential duties may include, but are not limited to, the following:

1. Assists with a variety of administrative matters, including responding to correspondence; compose, type, and edit correspondence, memoranda and other documents requiring judgment as to content, accuracy, and completeness.
2. Receive office visitors and telephone callers; answer questions and provide information where judgement, knowledge, and interpretation are utilized; ensure correct information is disseminated; research and gather information to provide accurate answers and information and respond to complaints or refer individual to appropriate source as necessary.

3. Type, proofread, and edit documents, presentation materials, grant requests, complex reports, Airport Board Agenda's, Airport Board Meeting Minutes, and other materials for grammar, clarity, punctuation, and spelling.
4. Prepares required government reports and forms (e.g., FAA screening reports, IRS and payroll reports, etc.)
5. Prepares and disseminates Airport Board packets. Attends Airport Board Meetings and takes minutes that summarize presentations and Board actions.
6. Operate office equipment including, PC's, printers, copier, fax machine, telephones, postage meter, ID badging machine, fingerprinting machine, and communication radio's; routinely use a full range of word processing, spreadsheet, database, accounting, and other software applications.
7. Maintains and coordinates database information such as leaseholder lists, phone lists, employee lists, monthly customer activity lists, etc. Sorts, alphabetizes and files material daily.
8. Assists in the establishment and maintenance of airport files, including lease files, contracts and concession agreements, operational and administrative records. Maintain and update resource materials and office manuals.
9. Performs accounting duties which include accounts payable, accounts receivable and payroll.
10. Assists with weekly bank deposits for several bank accounts.
11. Maintains and monitors appropriate inventories of office supplies and equipment. Orders, receives, stores and distributes inventory upon arrival. Contact vendors and suppliers as needed; maintain related records. Administers the petty cash box.
12. Maintain calendar of meetings to be held in the Airport Board Room.
13. Is responsible for maintaining the Airport's web page and media presence.
14. Prepares, copies, and distribute meeting agendas and related material or other formal documents.
15. Develop, verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of departmental and program policies and procedures in determining completeness of applications, permits, records and files.
16. Adhere to safe work practices and procedures.
17. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase knowledge; serve on committees as assigned.

OTHER JOB RELATED DUTIES:

1. Carries out other administrative and operations duties as directed by the Airport Manager and Office Manager.
2. As directed by the Airport Manager, attends off Airport training and safety meetings and seminars.
3. Assists with Airport Operations responsibilities, including snow removal and airfield inspections.
4. Provide back up support as needed.
5. Complete all required training and certifications in adherence to the training schedule.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Knowledge of:

- Modern office practices, procedures, methods, equipment and computer software.
- English usage, spelling, vocabulary, grammar, proofreading and punctuation.
- Mathematical principles, principles and practices in record keeping and bookkeeping practices.
- Secretarial and administrative support techniques.
- Principles and practices used in dealing with the public.
- Word processing methods, techniques, and programs including spreadsheets and data base applications.
- Quickbooks Accounting System.
- Practices used for recording and transcribing minutes.
- Applicable State and Federal regulations governing fiscal reporting, record keeping and payroll preparation.
- Federal Aviation Regulation Part 139 and other rules and regulations pertaining to the operation of a commercial service airport.

Skills to:

- Managing multiple priorities concurrently
- Operation of modern office equipment, including computer systems
- Transcribe minutes

- Operate a motor vehicle safely
- Effective public relations

Ability to:

- Meet and deal effectively with co-workers, Board Members, the Airport community and the general public.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Perform a variety of highly responsible, complex, and confidential administrative support functions involving the use of independent judgement and personal initiative.
- Understand and independently follow through on oral and written directions and assignments.
- Understand the organization of the department and outside agencies as necessary to assume assigned responsibilities.
- Independently prepare correspondence, memoranda, and minutes of meetings.
- Apply bookkeeping practices to the maintenance of account records and statements.
- Determine and maintain confidentiality.
- Respond to requests and inquiries from the staff and general public.
- Work cooperatively with other departments, divisions, county officials, and outside agencies.
- Plan and organize work to meet schedules and time lines.
- Operate Airport vehicles and equipment including large snowplows, vehicles and firetrucks.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience and Education/Training:

- Associates degree from an accredited college with a major program of study in business administration, management, finance or a related field; OR
- Three years' experience in office or financial management; preferably at a public use commercial airport; OR
- Equivalent combination of experience and training that provides the required knowledge, skills and abilities.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must be current or obtained within 90 days upon employment:

- Ability to obtain and maintain a valid Wyoming Class C driver's license.
- May require Notary Public

WORKING CONDITIONS:

Essential duties require the following:

- Normally an indoor office environment;
- Occasionally outdoors, various shift hours, and weather extremes
- Physical activity includes:
 - Occasional physical activity associated with airport operations duties, snow removal and other duties as assigned.
 - The ability to lift and transport (on an occasional basis, with assistance) up to 50 pounds.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Yellowstone Regional Airport is an Equal Opportunity Employer*