

TITLE:	Administrative Assistant	JOB CODE:	2001
PREPARED:	3/12/2026	FLSA:	Non-Exempt
UPDATED:	08/2019, 08/2026	REVISION #:	2

Summary: Provides broad administrative support to the Executive Director, Management Team, and the Airport Authority Board. Under general supervision, this position ensures efficient office operations by handling clerical, organizational, and support tasks, including but not limited to accounts payable.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks:*

- Greets visitors, answer/direct phone calls, and manage correspondence, including but not limited to addressing or routing website contact submissions to the appropriate personnel
- Sorts and distributes incoming mail both electronic and physical copies
- Coordinates complex calendars, meetings, and flexible travel schedules for the Executive Director, Airport Authority Board and company sponsored employee travel/training, including maintenance of proper travel requests and documentation
- Provides support to the Airport Authority Board; schedules meetings; accurately records and transcribes meeting minutes; coordinates business-related mailings and distributes necessary information to Board members
- Adheres to compliance with applicable rules and regulations set in bylaws regarding Board and committee matters, including preparation and distribution of agendas and other relevant materials within specified deadlines and maintaining strict confidentiality regarding sensitive information discussed
- Possess good listening skills for receiving instructions without follow-up using techniques such as taking notes, asking clarification questions and mentally summarizing to guarantee accuracy and efficiency
- Performs general office duties including copying, scanning, filing, drafting reports monitoring and ordering office supplies, and maintaining office filing systems
- Accurately inputting, updating, and maintaining information in company databases and spreadsheets with a focus on verifying data accuracy, resolving discrepancies, and maintaining confidentiality; preferably with >60 words per minute (wpm)
- Assists in maintaining the Airport Authority website keeping information up-to-date and proposing efficiencies with ease of navigation for the traveling public and/or other website users
- Plans, coordinates, and executes special events taking place at the airport or on behalf of the Airport Authority, including scheduling, booking venue (as needed), meal ordering, and decor.
- Gathers, assembles, and evaluates information for special projects from files, records and other sources; prepares reports, graphs, displays and other exhibits in MS PowerPoint or equivalent
- Assists Airport Operations/ARFF with security badging and fingerprinting, as needed
- Manages the full life cycle of Form I-9 including Section 2 completion

JOB DESCRIPTION

Administrative Assistant

- Maintaining employees' Commercial Driver's License (CDL) documentation, including scheduling Department of Transportation (DOT) physicals and exams and ensuring they are current and compliant
- Provides support to the Marketing Committee and coordinates sales of advertising in the Terminal building displayed on Flight Information Display Systems (FIDS)
- Invoice Processing (Accounts Payable): Receive, verify and process invoices for accuracy and routing for proper approvals. Initiate vendor payments via ACH, wire, check or credit card. Reconcile vendor statements, investigate discrepancies, and resolve outstanding balances.
- Performs credit card and bank statement reconciliations
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Excellent communication skills, both written and verbal, and proficient at proofreading
- Maintains discretion and confidentiality in relationships with Executive Director, Management Team and Airport Authority Board
- Proven ability to handle confidential information with discretion, be adaptable to changing demands, and demonstrate the highest level of customer/client service
- Maintains a positive, professional demeanor and manages emotions effectively, especially in challenging situations
- Skilled in maintaining organized electronic and physical records and filing systems
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills with the ability to build relationships with stakeholders, including staff, board members, and external partners
- Demonstrates a proactive approach to problem-solving with strong decision-making capabilities
- Highly motivated self-starter who excels both independently and as part of a collaborative team
- Demonstrates the ability to achieve high-performance goals, problem solve, and meet deadlines in a fast-paced environment
- Seeks new initiatives, creates unique solutions, and drives to create process improvements
- Proficient in Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint; and other software applications such as Adobe Acrobat, QuickBooks, and Stampli, or similar invoicing software

Education, Experience, Certifications and Licenses:

- Associate degree or comparable vocational technical program in business management, office management or a closely related field.
- Five years of experience in executive-level administrative support environment

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting up to 50 pounds.

JOB DESCRIPTION
Administrative Assistant

Equipment and Tools Utilized:

- Special Equipment includes computers, copier/scanners, and other conventional office equipment

Reports:

- The Administrative Assistant reports to the Executive Director

I have read and understand the requirements of the Administrative Assistant position.

(Employee Signature) Print and Sign

(Date)