

Position: Airport Administrative Manager
Reports to: Airport Manager
Salary Range: \$45,000 - \$55,000

Department: Administration
FLSA Status: Exempt

Nature of Work:

Provide clerical and administrative duties in support of the Airport Manager or Airport Director. Coordinates, monitor and perform office operations and airport facility operations to ensure airport requirements are sufficiently met on a daily basis.

Essential Functions:

- Acts on behalf of the Airport Manager/Director in their absence.
- Acts as receptionist screening calls, visitors and mail; refer inquiries as appropriate; may respond to complaints and requests for information regarding policies, rules and regulations.
- Operate a computer in the performance of assignments; troubleshoot all airport equipment including, computer, telephone, security camera system issues.
- Plans goals/objectives for all airport operations and projects. Identify the resources (staff, equipment, funds) required to attain the end results.
- Monitors administrative and operations procedures and resolves problems through collaboration with pertinent contacts and implements changes as needed.
- Research, compile and analyze data for special projects and various reports; make appropriate recommendations; prepare and maintain reports on projects.
- Prepares Authority Board meeting agenda's, minutes and board packets.
- Provides skilled staff support and board support, while contributing to the needs of the organization
- Initiate and maintain a variety of records and files including financial reports, correspondence and forms; maintain and update lists and manuals.
- Oversees bookkeeping for the airport, including managing accounting software, accounts payable/receivable.
- Prepare and monitor airport budgets (operations and capital projects) prepare data and compile supporting documentation for budget development; analyze and adjust revenue and expenses.
- Review and troubleshoot the following; revenue and expense ledger, general ledger, asset management and financial statements.
- Review and verify daily deposits and other financial transactions, review invoice for proper information and determine appropriate accounting codes.
- Performs all aspects of human resources such as payroll, benefit administration, procedures, personnel issues and maintain related confidential files.
- Administer contracts, agreements, grants, leases and easements ensuring all conditions are met.

Knowledge, Skills, and Abilities:

Excellent written, oral and interpersonal communication skills
Organization, planning and scheduling
Software: MS Office, Quickbooks
Office Management including methods, equipment and procedures.
Work independently in the absence of supervision.

Training, Education, and Experience requirements:

Any combination of education and experience that would provide the required knowledge and abilities qualifies for the Airport Administrative Manager position. Associate Degree and prior office management experience are ideal.

Valid Driver's License or ability to obtain within 60 days.