



Revision Date: August 29, 2019

Office Assistant

HALL COUNTY AIRPORT AUTHORITY

Classification: Non-Exempt (Hourly)

Position Type: Full-time

Work Schedule: Monday-Friday – 40 hours/week

Rate of Pay: \$15.00/hour

DESCRIPTION:

Perform a variety of responsible, confidential and complex administrative and clerical duties for the Authority Managers, and provide information and assistance to staff and the public.

ESSENTIAL FUNCTIONS:

Participate and assist in the administration of the office to which assigned; research, compile, analyze, and summarize data and statistical information for project; independently prepare and verify various administrative reports, letters, memos and statistics.

Screen calls and visitors, and distribute/process mail.

Process orders, receive, code and/or enter invoice into Quick Books. Adhere to the current County Purchasing Act. Maintain petty cash drawer.

Maintain department calendar; posting PTO requests, meetings, conferences, and travel itineraries.

Prepare and maintain various department documents and manuals. Maintain and safeguard information of a sensitive or confidential nature. Compile and maintain records for department audits.

Assist in preparing, coordinating and monitoring of the assigned budget, compile annual budget requests and reports.

Produce public information, prepare and compile required legal publications, agendas, supporting documentation, transcribe minutes and news releases.

Coordinate bid solicitations, prepare bid packages/legal publications, mail specifications to prospective bidders, receive bids, and notify bidders.

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Regular attendance that is punctual and dependable is required.

Office Assignment duties:

1) Prepare monthly invoices for rent, landing and charter fees, fuel flowage, post payments, accounts payable coding and follow up on overdue payments.

Keep bank balances updated on a daily basis for cash flow purposes, record investments, and property taxes received by the County.



Assist with accounts receivable, accounts payable, payroll and month end. Reconcile department credit card usage and travel expenses.

Maintain equipment inventory/asset log.

Maintain logs for vehicle mileage, fuel, fuel flowage and air cargo inventory.

Update and maintain vendor W-9 and 1099 Forms and Certificates of Insurance. Issue tax-exempt Forms 13 and 17.

Assist with the development of the operational revenues and expense budgets.

Enter and maintain monthly financial reports for restaurant and car rental tenants.

2) Assist in administering and maintaining airport leases, contracts and agreements in conjunction with the Airport Authority's legal counsel.

Assist with Advertising/Marketing agreements and events. Assist with digital, website and Facebook postings.

Assist in administering all federal and local funded projects.

Scans newspapers for articles to preserve organization history.

Schedule airport tour requests.

3) Administer Background checks and maintain the FBI Rap back database program.

Process badges, maintain security database, and Driver's Training PowerPoints.

Maintain database and issue parking permit for airport staff and pilots.

Update NOTAM distribution list.

Maintain flight schedule and distribute to ARFF personnel, Transportation Security Administration, and specific airport tenants.

Maintain monthly airline enplanement/deplanement and air traffic statistics.

Prepare and enter LEO time sheets.

4) Assist with Parking Lot and POF systems, print reports, handle credit card issues including applying credits. Collect monies from POF machine.

Enter license plate parking lot statistics.

Schedule utility device checks with Licensed Plumber per City of Grand Island notices. (Backflow, fire suppression, etc).

Maintain facility use agreement/schedule for meeting room and notify Facility Manager of room set up.

Field Lost & Found requests.

Oversee recycling efforts.



QUALIFICATIONS:

Knowledge of:

Basic mathematical and accounting principles.

English usage, spelling, grammar and punctuation. Communicate clearly and concisely, both orally and in writing.

Modern office practices, procedures and use of equipment.

Ability to:

Learn, interpret and apply Federal, State, and local and Authority policies, procedures, laws and regulations.

Implement and maintain standard filing and accounting systems. Adhere to retention schedule.

To operate and maintain a variety of general office equipment including computer, printer, copier, 10-key calculator, postage machine and organize and file correspondence and data.

Type at a speed necessary for successful job performance.

Must be courteous and tactful and able to work under pressure or within established timelines.

Work independently with little or no supervision.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of clerical experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized clerical training. Equivalent to an Associate's Degree from an accredited vocational or technical college with specialization in business administration or related field preferred but not required.

Software:

Microsoft Office products Word, Excel, PowerPoint, Publisher, Outlook, and Adobe Acrobat Pro. QuickBooks Pro accounting software preferred but not required.

LICENSE AND CERTIFICATION:

An AAEE Airport Security Coordinator Certification may be required.

OTHER

Possession of, or ability to obtain and maintain a valid driver's license.

Complete the driver's safety course.

Complete a background security criminal history investigation and initial and random drug tests.

PHYSICAL REQUIREMENTS:

Activities:

Lifting:

Carry:



Sitting: Frequent
Standing: Occasional
Walking: Frequent
Reaching: Frequent
Climbing stairs: Occasional
Bending: Occasional
Squatting: Occasional
Kneeling: Occasional
Twist/Turn: Occasional
Simple Grasping: Frequent
Fine Manipulation: Frequent
Handle/Feel: Frequent

Waist Level 50# Occasional
Chair to Floor 30# Occasional
Above Shoulder 30# Occasional

Push/Pull: 30# Occasional

Right 30# Occasional
Left 30# Occasional

Use of Feet:
Foot Controls
Right Occasional
Left Occasional

Ability to sit for prolonged periods. 75-90% of day at work station.

Ability to demonstrate manual dexterity sufficient to operate computer and other common office equipment.

While performing the duties of this job, the employee is regularly required to talk, hear, see, stand, sit, walk, and use of arms, hands and fingers.

WORK ENVIRONMENT: Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
Exposure to outdoor weather (i.e. when getting/taking mail, performing duties in other buildings, or as required).

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from Office Manager and may receive supplemental direction from Accounting Manager, Facility Manager, Operations Manager and Executive Director.

Exercises no supervision.

EQUAL EMPLOYMENT OPPORTUNITY:

The Hall County Airport Authority is an Equal Opportunity Employer.

DISCLAIMER:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.