

<b>THE EASTERN IOWA AIRPORT POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AN010 Administrative Assistant
<b>POSITION #/TITLE:</b> 1306 Administrative Assistant	<b>Adopted:</b> 06-14 <b>Revised:</b> 02-23

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> The Eastern Iowa Airport	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> APN/Airport Non-Bargaining Unit	<b>Salary Grade:</b> 04
<b>Reports To Position #/Job Code #/JC Title:</b> 0610/AN001/ Director of Finance & Administration	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Skillcheck (Standard Word, Excel, and Access)
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Performs receptionist duties, a variety of clerical, administrative and accounting support functions, and information dissemination services for employees of and visitors to the Eastern Iowa Airport; and performs related work as required.

<b>Distinguishing Features of the Class</b>
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Some leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Provides support to Administrative Office and departments with tasks as assigned;  
Answers multi-line phone system as needed; Accurately interprets customer needs, provides information, or directs callers to appropriate parties; Ensures important calls, messages, and faxed information are transferred in a timely manner to appropriate personnel;  
Receives and greets visitors to the department, provides general information, or directs visitors to the appropriate party;  
Arranges appointments, meetings and notifies participants and prepares accompanying material as required;  
Drafts request for proposals or request for qualifications for upcoming projects and post to internet as well as email to potential bidders list;  
Assists in updating various department manuals including but not limited to FAA Certification Manual, TSA Security Manual, Rules & Regulations, Minimum Standards and Commission Personnel Policy Manual;  
Files, prepares correspondence, and maintains records of Airport tenant Certificates of Insurance;  
Coordinates purchasing activities with the Support Services department;  
Assists payroll processing and reporting for all Airport Departments utilizing the financial management system as needed;  
Updates and enters information into Visual Lease regarding current leasehold agreements/contracts;  
Gathers and saves articles involving the airport in the media archives;  
Opens and routes incoming department mail and delivers outgoing mail on an as needed basis;  
Gathers, assembles, updates, distributes and/or files a variety of information, forms, records, and data as requested;

Posts various documents to Airport departments, the Internet and Intranet;  
Drafts correspondence, reports, lists, leases, contracts, requests for quotations\proposals, public notices and other related materials using a typewriter or computer;  
Assists in the preparing and distributing agendas, resolutions, minutes, and packets for Airport Commission meetings;  
Performs large copy projects and bulk mailings as required;  
Requisitions supplies and materials for all Airport departments as requested;  
Provides assistance preparing, updating, and maintaining human resource documents, while ensuring confidentiality, consistency, and compliance with applicable bargaining contracts or personnel policies;  
Assist in performing various accounting support functions as requested;  
Make travel arrangements and assist in preparing travel reports for Airport employees;  
Produces correspondence for the Airport Director as directed;  
Attends meeting with the Airport Director to record meeting notes as directed;  
Assists Airport Director with scheduling;  
Performs work duties and activities in accordance with Airport policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Performs related work as required;

### **Required Knowledge and Abilities**

Thorough knowledge of office procedures, practices and equipment;  
Thorough knowledge of office filing systems and procedures;  
Good knowledge of airport programs, policies, and operations as applied to the work performed;  
Good knowledge of or ability to understand accounts payable and receivable processes;  
Ability to maintain complex records and prepare reports;  
Ability to organize and prioritize work assignments;  
Ability to understand and make decisions in accordance with office rules, regulations, policies and procedures;  
Ability to operate a computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from High School or GED, supplemented by administrative course work and data processing; and  
Some experience in the performance of receptionist, clerical, administrative and accounting support; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;  
Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;  
Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other offices.