



JOB DESCRIPTION



JOB TITLE: Secretary

JOB CODE: 3190

DEPARTMENT: Minden-Tahoe Airport

FLSA STATUS: Non-Exempt

REPORTS TO: Airport Manager

SUMMARY OF JOB PURPOSE

Performs a variety of clerical duties supporting the Airport Manager; provides customer service to the public relative to airport programs and services.

ESSENTIAL FUNCTIONS

1. Acts as staff assistant to management employees and Airport Advisory Committee; prepares agendas for Airport Advisory Committee, Master Plan Work Group, and others; takes notes, and prepares written summaries of meeting minutes; drafts agenda items for Board of County Commissioners.
2. Prepares and updates a variety of written correspondence, reports, articles, newsletters, website updates, and memos from rough draft or verbal instruction; proofreads, edits, distributes, and processes documents as appropriate; conducts research as needed.
3. Responsible for updating spreadsheets, personal contact information, and correspondence related to County-leased airplane hangars, land leases, and subleases; reviews and audits records to ensure compliance with insurance requirements
4. Provides assistance in the preparation of internal operating procedures and policies, researches data, and maintains records related to Airport operations.
5. Assists in the planning and coordination of airport special events, including the identification of potential sponsors, emcees, volunteers, and other community participants; may participate in committee meetings; reserves and prepares facilities for related functions, meetings, seminars, etc.; participates in Airport-related community projects as needed.
6. Assists the general public, customers, and/or County employees providing information on the Airport; explains rules, policies, and procedures; receives complaints and attempts to resolve them; refers matters requiring policy interpretation to supervisor for resolution.
7. Performs a variety of clerical support duties including answering incoming telephone calls, takes messages or refers caller to the appropriate person, or responds independently when possible; schedules meetings, appointments, rooms, and training for both staff and clients; maintains schedules of activities and location of staff members as required; copies and assembles materials, collects and distributes mail, faxes documents, orders office supplies, processes daily photographs from field maintenance workers, and other related tasks; may use dictation equipment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Secretary - Airport

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and a minimum of two (2) years general office experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals; write reports, business correspondence, and office procedure manuals applying correct English usage, grammar, spelling and punctuation.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as rate, ratio, percentages, interest, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out written and oral instructions; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 50 words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, and feel; talk and hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in this work environment is usually moderate to loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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