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## JOB DESCRIPTION

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**JOB CLASSIFICATION:** Executive Assistant  
**JOB TITLE:** Senior Executive Assistant  
**REPORTS TO:** Executive Director  
**APPROVED BY:**

**DEPARTMENT:** Administration  
**EXEMPT:** No  
**APPROVED DATE:** 06/18/2021  
**REVISED:**

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**JOB SUMMARY:** Under the supervision of the Executive Director, performs a variety of highly confidential executive level support to the Executive Director, the senior management team and the Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following, as well as other duties and responsibilities that may be assigned. The list of duties is representative and not intended to be all inclusive of the duties expected of this position.

### EXECUTIVE SUPPORT

- Schedules and coordinates all activities involved with the Executives and Board of Directors including travel and lodging accommodations.
- Ensures that Executives' schedules are current.
- Serves as liaison to elected officials, executive director, management personnel, staff, public agencies, and the general public.
- Coordinates and schedules meetings and regulatory training for the Executive Director with the Board of Directors (BOD), other departments heads, staff, outside agencies, and citizens.
- Responsible for implementing office policies and procedures.
- Reminds Executive Staff and Board members of scheduled community events, appointments and required annual disclosure form submission.
- Serves as the Airport's Public Disclosure Officer; receives, processes, and maintains all public disclosure requests filed with the District; duplicates records including CD's, copies, and/or other recordings on file.
- Monitors and verifies responses are provided in an accurate and timely manner by relevant Airport departments; coordinates with the District Counsel for advice on disclosure issues as required.
- Prepares agendas and action items for the BOD meeting; drafts resolutions and staff reports; and prepares minutes on various committees and Board meetings.
- Proofreads documents for accuracy and completeness prior to submittal to the Executive Director for signature; attests to official documents signed by the BOD; provides certification as required.
- Attends all BOD meetings requiring permanent record; creates records of proceedings for meetings, hearings, workshops, and special meetings; prepares minutes for those meetings.
- Publishes legal notices; tracks resolutions and legal notices; sends out related invoices to appropriate departments.
- Establishes and maintains the District Ordinance and Resolution log and assigns No's as needed and Affidavit of Publication Log for all District Ordinance items published; verifies information is published in accordance with applicable regulatory requirements.
- Prepares items for staff briefings and board reports.
- Sets up Boardroom for meetings for the Board of Directors.
- Assists in the coordination of Board on elections.



## OTHER

- Accurately types and files all correspondence and documents pertaining to executives and Board correspondence.
- Handles all incoming and outgoing mail including sorting, opening and distributing to appropriate departments.
- Drafts letters and correspondence regarding airport activities.
- Assists in review of written materials, correspondence, documents and other projects.
- Copies and assembles documents, reports and correspondence.
- Provides excellent customer service to visitors and the public.
- Performs general administrative duties; word processing, including correspondence, memos, reports, surveys, and other documents.
- Conducts studies and undertakes special projects as assigned or required, including the collection of and compilation of statistical data and other information for inclusion into special reports.
- Maintains, updates and creates efficient and accurate physical and electronic files, documents, and reference materials according to established procedures.
- Maintains statistical data for a variety of reports.
- Performs courier functions including pickup and delivery of documents.
- Monitors postage meter and other office machines including copier maintenance and updates.
- Responds to inquiries and situations that do not need supervisor's personal attention.
- Screens telephone calls.
- Resolves problems and complaints from internal and external customers.
- Monitors supplies and places orders, issues purchase orders for purchases made by the Administration Department.
- Performs other duties as assigned.
- Typically does not supervise other employees.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately with minimal supervision. Requirements listed below are representative of the knowledge, skill and/or ability required.

## EDUCATION AND/OR EXPERIENCE

- High School diploma or general education degree (GED) required; an AA Degree with a concentration in business and a minimum of three years progressively responsible administrative experience. Previous experience of a similar nature highly desired. Other combinations of education and experience may be acceptable.
- Airport experience desirable but not required.

## LANGUAGE SKILLS

- Must possess proficient written and verbal communication skills; able to read and write memos and correspondence that conform to prescribed style and format, including accurate grammar and business correspondence knowledge.
- Ability to read, analyze, and interpret general business periodicals, professional journals, and governmental regulations.
- Ability to effectively and tactfully present information to and communicate with employees, managers, board members, and customers.



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### **COMPUTER SKILLS**

- Must have the knowledge and ability to utilize computer hardware, operating systems and application software. Proficiency in word processing and spreadsheet applications, preferably MS Word and Excel, is required. Proficiency in MS Access desirable.
- Proficiency in accounting software required and familiarity with MAS 90 preferred.

### **MATHEMATICAL SKILLS**

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must possess the ability to examine and verify financial documents and reports.

### **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or financial schedule form.
- Able to multi-task and determine and direct personal effort to accomplish priorities.

### **GENERAL REQUIREMENTS:**

- Meets or exceeds the performance factors indicated on the Performance Appraisal form.
- Presents a neat, professional appearance.
- Conduct reflects credit on the Monterey Peninsula Airport District and encourages others to do the same.
- Maintains confidentiality on all matters related to airport business.
- Organized and analytical, independent and self-motivated, enthusiastic and dependable.
- Employs effective interpersonal skills, establishes positive relationships with internal and external customers, and participates positively as a team member.
- Interprets, plans, organizes, develops, and implements programs, goals, objectives, policies and procedures.
- Adjusts to tasks and focuses with composure to meet changing deadlines and priorities.
- Uses equipment and materials in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards, and observes common sense rules of safety in all on-the-job activities.

**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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to sit. The employee is occasionally required to stand, stoop, kneel and crouch. The employee frequently is required to walk; to use hands to repetitively finger, handle or feel objects, tools and use a computer/typewriter keyboard; to reach with hands and arms; and to talk or hear in person and over the telephone.
- The employee is frequently required to drive a motor vehicle, both on and off airport property.
- The employee must occasionally lift and/or move up to 30 pounds, but regularly lifts or pushes items weighing 5-10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.



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**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical office environment. The noise level in the work environment is usually low to moderate. Overhead aircraft noise occurs intermittently throughout the day. The employee:

- Generally works indoors.
- Sometimes works near moving mechanical parts and office machinery.
- Occasionally is exposed to dust and to the risk of electrical shock.

**SPECIAL REQUIREMENTS:**

- Proof of eligibility to legally work in the United States.
- Successful completion of background investigation.
- Ability to pass the District's physical examination, including pre-employment testing in accordance with the District's drug/substance abuse policies.
- Possess a valid California Motor Vehicle Driver's License and be insurable with the District's insurance carrier at the standard rate.

**ACKNOWLEDGMENT & RECEIPT**

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for MPAD to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

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Employee Signature

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Date