



JOB DESCRIPTION

JOB CLASSIFICATION: Administration
JOB TITLE: Project Support Specialist
REPORTS TO: Deputy Executive Director
APPROVED BY: Executive Director

DEPARTMENT: Planning/Marketing
EXEMPT: No
APPROVED DATE:
REVISED:

The Project Support Specialist is responsible for assisting in the coordination and tracking of activities related to major construction projects and assist with information dissemination related to projects through a broad range of communication platforms. Duties include support to the Deputy Executive Director for Planning/Marketing as well as the Project Managers and Social Media Specialist to ensure compliance with federal grant requirements related to project management and timely distribution of project information.

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.

- Assist in coordination of project activities, including scheduling meetings, review of construction costs, preparing statistical reports, tracking contract submittal requirements and providing input for budget preparation.
- Assist in the management and maintenance of project schedules, meetings, and construction contracts, and reviews bid documents and advertisements for accuracy, as needed.
- Incorporate optimization strategies, analyze data, and complete research necessary to ensure compliance with contract documents.
- Perform customer service duties including providing information and assistance to visitors and patrons, as well as assisting with event coordination activities.
- Communicate with other agencies, entities and officials including the Federal Aviation Administration, the Caltrans' Division of Aeronautics, the California Transportation Commission, the Monterey County Airport Land Use Commission, local planning and airport staffs, etc.
- Assist in creating and updating written materials, correspondence, documents and other projects. Maintain, update and create efficient and accurate physical and electronic administrative files, documents, and reference materials according to established procedures. Copy and assemble documents, reports and correspondence.
- Assist in the research of new digital media platforms, trends, and industry opportunities.
- Assist in reviewing and editing content for multiple platforms including websites and social networks and ensure communication is effective and accurate.

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 preferred with a minimum of three years progressively responsible administrative experience. Other combinations of education and experience may be acceptable.



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, customers, and political and civic representatives

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

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
- Maintains confidentiality on all matters related to airport business
- Organized, analytical, independent, 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 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.

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, work indoors
- Sometimes works near moving mechanical parts and office machinery
- Occasional travel may be required
- Occasional work outside of normal business hours required



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

ACKNOWLEDGEMENT & 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.

Employee Signature

Date