



JOB ANNOUNCEMENT
SENIOR EXECUTIVE ASSISTANT – ADMINISTRATION
\$60,345 - \$93,943 Annually, Depending on Qualifications
(plus excellent benefits)

The Monterey Regional Airport is seeking a qualified candidate to join its team. Under the supervision of the Airport Executive Director this position performs a variety of highly confidential executive level support to the Executive Director, the senior management team and the Board of Directors. Strong communication and writing skills, and the ability to interact with multiple agencies, and functional teams, are essential to this position.

REQUIRED QUALIFICATIONS:

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. Airport experience desirable but not required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Some of the key responsibilities are:

- Schedule and coordinate all activities involved with the Executives and Board of Directors including travel and lodging accommodations.
- Serves as liaison to elected officials, executive director, management personnel, staff, public agencies, and the public.
- Coordinate and schedule meetings and regulatory training for the Executive Director with the Board of Directors (BOD), other departments heads, staff, outside agencies, and citizens.
- Serve 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.
- Prepare staff briefings, board reports, agendas and action items for the BOD meeting; drafts resolutions and staff reports; and prepares minutes on various committees and Board meetings.
- Proofread 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.
- Attend all BOD meetings requiring permanent record; creates records of proceedings for meetings, hearings, workshops, and special meetings; prepares minutes for those meetings.
- Publish legal notices; tracks resolutions and legal notices; sends out related invoices to appropriate departments.

BENEFITS

- Retirement – 2% at 55 Classic PERS members, or 2.0% at 62 for new members.
- The Airport participates in Social Security with employee contribution of 6.2%.
- Excellent medical, dental, and vision benefits.
- The Airport contributes \$100 per month into Cafeteria plan/Flexible Spending Account (FSA) for health care/dependent care expense reimbursements.
- Life Insurance - Airport provides \$20,000 coverage.
- Paid holidays of 11 days per year.
- Vacation/Sick – 40 hours after six months, 80 hours per year after one year, 120 hours per year after 5 years, 160 hours per year after 10 years.

TO APPLY:

Please complete the online application located on Monterey Regional Airport's Careers page located here: <https://montereyairport.specialdistrict.org/career-opportunities>

First screening of applications will occur on or before **September 9, 2021**. This position will remain opened until filled. Applicants are encouraged to apply early.