



## JOB DESCRIPTION

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**JOB CLASSIFICATION:** Executive Assistant

**JOB TITLE:** Operations, Strategy, and Development Executive Assistant

**REPORTS TO:** Deputy Director of Strategy and Development

**APPROVED BY:**

**DEPARTMENT:** Operations

**EXEMPT:** No

**APPROVED DATE:** 5/2012

**REVISED:** 4/2019

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**JOB SUMMARY:** Non-sworn position that supports the daily operation of the Airport, ensuring overall business office administration is smooth, efficient and orderly under the general supervision of the Deputy Director of Strategy and Development and in accordance with established quality standards, teamwork, customer service standards, work procedures and government and legal regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Following are 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.

### RECORDS AND OPERATIONS SERVICES

- Performs duties of general receptionist in main airport office
- Performs administrative duties for main office staff as assigned
- Performs administrative services including examining invoices and presenting to the department head for approval.
- Communicates effectively with other agencies, entities, and officials including local police and fire, Transportation Security Administration (TSA), Federal Bureau of Investigation (FBI), Cal-OSHA, County Department of Health, Federal Aviation Administration (FAA), etc. Has basic knowledge of their areas of expertise.
- Coordinates and processes TSA related background investigations, and security related access and issues for newly hired employees.
- Manages the Airport's key control inventory to include security of inventory, issuance of keys and recordkeeping of issued keys, lost keys, returned keys.
- Fingerprints applicants for Security Identification Display Area (SIDA) badges and fingerprint results on website.
- Submits Secure Threat Assessment (STA) requests to Clearinghouse for approval.
- Issues new and renewal Airport Operations Area (AOA) and SIDA badges.
- Maintain records for renewal and expiring badges.
- Issues tenant parking permits.
- Inputs data into Gatekeeper for taxi permits.
- Issues Regional Taxi Authority (RTA) and taxi permits.
- Sends in monthly Law Enforcement Officer (LEO) reimbursement requests to TSA.
- Maintain Record of Arrests (RAP) Back program for SIDA badge holder.
- Perform quarterly badge audit for TSA.
- Reviews Airport Security Plan document updates for quality assurance.
- Coordinates and maintains communication with Fire and Police for contract management and documentation.
- Coordinates activity tracking and information dissemination of Fire and Police activities and events.



## **ADMINISTRATIVE SUPPORT**

- Participates in developing cost estimates for purchasing supplies, materials and capital projects, statistical reports and annual budget preparation.
- Evaluates business processes and, where appropriate, recommends new procedures based on an analysis of problems.
- Composes and prepares correspondence regarding airport activities.
- Assists in review of written materials, correspondence, documents and other projects.
- Maintains, updates and creates efficient and accurate physical and electronic files, documents, and reference materials according to established procedures.
- Copies and assembles documents, reports and correspondence.
- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence.
- Responds to inquiries and situations that do not need supervisor's personal attention.
- Resolves problems and complaints from internal and external customers.
- Represents Department (on request) at meetings with other departments, agencies and/or the public.
- Orders and maintains inventory of office supplies.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings. Ensures timely and efficient logistics and physical set-up for meetings as required.
- Maintains the general appearance/neatness of the office.
- Performs errands, including, but not limited to picking up supplies as needed or directed.
- Develops, uses and assists in implementing data management programs, work methods and procedures.
- Maintains and updates databases for all computers, providing and entering accurate information into the database for parking, security, and others as required.
- Update webpages as needed.

## **OTHER**

- 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 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.

### **KNOWLEDGE OF:**

- Federal, state, and local regulations and/or ordinances governing the airport.
- Customer service skills.
- Efficient filing systems, office machines and equipment including computer hardware and software.
- Computer hardware, operating systems and application software.



## **SKILLS AND ABILITIES**

- 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.
- Ability to utilize word processing and spreadsheet applications, (MS Word and Excel). Proficiency in MS Access desirable.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to examine and accurately verify financial documents and reports.
- 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.
- Ability to performs difficult and complex record keeping and administrative detail work with speed and accuracy.

## **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.

- While performing the duties of this job, 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.



**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 MRY 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