

HELENA REGIONAL AIRPORT AUTHORITY

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

GENERAL:

Under general direction of the Airport Director, provides administrative assistance, office organization, and backup for other office staff when they are not available; other work items as required. The Administrative Assistant also provides support to the Assistant Airport Director, Financial Manager, Operations & Maintenance Supervisor, and the Airport Emergency Services/RMESTC Coordinator as approved by the Director.

EXAMPLES OF WORK:

Manages correspondence, appointments, telephone calls, and visitors; answers or refers questions related to Airport rules and regulations, policies, guidelines and procedures pertaining to Airport business matters. Prepares agendas and supporting materials for meetings as required; compiles information for confidential or special meetings; attends Authority and other meetings as assigned and provides minutes and/or meeting summary information. Maintains filing system; prepares correspondence for Airport Director, and other airport staff as needed; proofreads all correspondence and reports; maintains access media records and completes badging and access media distribution for the Airport Badging Office. Opens and distributes mail; logs and deposits checks and cash received via mail; maintains various mailing lists. Coordinates events/dinners including development of invitations, provides site coordination, oversees menus, maintains guest lists and coordinates decorations/gifts. This position also supports many administrative functions related to the airport owned emergency services training center including but not limited to student scheduling and hotel accommodations, preparation of class materials and records. This position may include becoming a Notary Public if not already at the time of employment. Completes other duties as assigned.

OTHER DUTIES AS ASSIGNED:

The Helena Regional Airport Authority is a complex operation that includes many different types of facilities. A small staff oversees the Airport requiring that all employees sometimes work outside of their basic job descriptions.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Computer word processing, financial accounting, database and spreadsheet software, business English, and general report and letter writing styles and formats.
- Aviation-related regulations, including Transportation Security Administration rules.
- Operation of multi-line phone systems and radio communications.

Ability to:

- Multi-task in a fast paced environment
- Prepare agendas and reports.
- Operate computers and other electronic equipment.
- Oversee confidential documents and reports.
- Establish and maintain cooperative relationships with the public, tenants and Airport employees.

EXPERIENCE:

Five years of responsible office experience that includes public contact, customer service, professional letter writing, office scheduling, filing and other administrative duties. Experience working with a Board of Directors and providing meeting minutes preferred.

EDUCATION:

High school diploma, plus a minimum of two years college or business school training or equivalent. Training in use of computers and other office equipment required.

OTHER REQUIREMENTS:

The selected candidate must pass a comprehensive Transportation Security Administration (TSA) security background investigation and not be convicted of any disqualifying offenses.

There is a minimum 6 month probationary period for the selected employee.