

Seymour Municipal Airport Authority Job Description

Job Title:	Administrative Assistant	Status:	Full-time
Work Schedule:	8:00 AM – 4: 30 PM Monday-Friday	FLSA Status:	Non-exempt
Supervised by:	Airport Manager		
Supervises:	None		

APPLICATIONS MUST BE RETURNED BY

General Summary

Serves as Administrative Assistant for the Airport Manager, responsible for performing various bookkeeping and clerical tasks.

General Duties

1. Answer telephone and greet visitors, providing information and assistance, taking messages, and transferring/directing to appropriate individual.
2. Prepares and processes bills for Airport Authority, including verifying costs against documentation, determining appropriate fund account numbers, obtaining signatures, posting in computer, and completing purchase orders.
3. Maintain, prepare and post in computer payroll for the Airport Authority.
4. Bill/maintain accounts for industrial, farm, and t-hangar leases.
5. Assist in the preparation of annual budget. Prepare and maintain all annual reports.
6. Manage/maintain Federal and State grants the Airport receives.
7. Monitor AWOS on a daily basis. Report problems to Airport Manager and, if need be, the Federal Aviation Administration (FAA).
8. Monitor Unicom system and report any problems.
9. Monitor fuel farm on a daily basis. Maintain all fuel sales/purchases. Update computer software and prepare and maintain all reports. Report any problems to the Airport Manager.
10. Uses Key Fund, Key Payroll, QuickBooks Pro, Word, and Excel on a daily or monthly basis.
11. Prepares minutes, notices, and agenda for the Seymour Municipal Airport Authority Board. Attends all Authority meetings.
12. Some janitorial duties including cleaning office, boardroom, and restrooms.
13. Perform other duties as assigned by the Airport Manager.

Physical Effort and Work Environment

Needs to perform duties in a standard office environment, which may involve sitting for long periods and lifting objects weighing less than 25 pounds. Employee occasionally required to work evening hours for Board meetings and around annual budget time.

Personal Work Relations

Employee maintains frequent contact with co-workers and the public for the purpose of exchanging information. Employee also frequently works with little or no supervision.

Employment Qualifications

Education - High School Diploma or GED required. Business and computer education in a vocational, technical or college setting desirable.

Experience - Experience in dealing with general public, accounting experience a must. Computer skills required.

Special requirement - Must speak fluent English, must have valid drivers license, must be able to be bonded and to be a notary public, must be 18 years of age.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

Applicant/employee acknowledgement

The job description for the position of Administrative Assistant for the Seymour Municipal Airport Authority describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

Applicant/Employee Signature

Date