



Grand County

Job Description

Title:	Administrative Assistant	Job Code:	1115
Division:	Administration	Effective Date:	1/1/2022
Department:	Airport	Last Revised:	12/2021

GENERAL PURPOSE

Performs a variety of **administrative support and complex clerical** duties related to developing, implementing and coordinating records management, budget & expenditure tracking and various clerical functions of the Canyonlands Field Airport; tracks airport ground transportation operations.

SUPERVISION RECEIVED

Works under the general supervision of the Airport Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Administrative Support: Answers telephones, provides information requiring knowledge of County Airport operations and procedures, and refers concerns to appropriate persons. Performs confidential administrative duties and corresponds with businesses, public agencies and citizens regarding County information.

Develops and maintains filing systems for information associated with the compliance of local, state, and federal regulations. Collects, organizes, prepares data for a variety of forms, reports, records, and applications, and obtains signatures as necessary. Maintains a record of schedules for the Airport staff and Airport Board members.

Assists with updating of pertinent portions of the Airport's website. Performs data gathering and research on specific subjects associated with airport operations.

Manages fees and documents and insures they are submitted properly and required certification documents are received by staff; conducts performance data gathering; plans, organizes and coordinates the development and creation of data, statistical and financial information systems; identifies management information needs; designs and formats software operations as needed to generate various data, statistics, charts, graphs and reports showing departmental efficiency, effectiveness and progress.

Prepares and maintains accounts payable and accounts receivable records; records and verifies account invoices and obtains necessary approvals prior to transmitting invoices to the County Clerk/Auditors Office for payment; provides documentation as requested; develops, tracks and maintains records and files of department expenses; performs data entry on computer; prepares invoices and statements to other agencies.

Prepares bid specifications for contract work, equipment and materials as required; assures compliance with established purchasing policies and practices; verifies delivery and shipping documents with purchase orders for payables; orders supply; may pick up and deliver supplies and materials; utilizes custom software to prepare and process claims for payment; assures accuracy of payment claims and validates claims against purchase orders or other documentation.

Collaborates and assists other departments to accomplish Canyonlands Regional Airport and County objectives.

Ground Transportation Operations: Collects and manages long-term (7 day+) vehicle registration information. Monitors parking lot on a consistent basis to verify long-term vehicles, and registration. Coordinate with County Clerk's office for billing long-term parking. Coordinate registration and billing of commercial shuttle and taxi companies.

General Office Functions: Maintains inventories and orders supplies and materials for airport administrative offices.

Assists with general office custodial requirements.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Educations and Experience:
 - A. Graduation from high school;
 - AND
 - B. Two (2) experience performing the above or related duties
 - OR
 - C. An equivalent combination of education and experience.

- 2. Knowledge, Skills, and Abilities:

Working knowledge of computer assisted management information systems; basic accounting; various PC software applications such as Microsoft Office software including Word and Excel, etc.; general office management and practices; recording and filing procedures and methodologies; the operation of standard office equipment; basic mathematics. **Some knowledge of** basic public relations.

Skill in Data entry; records keeping.

Ability to demonstrate initiative in problem solving and be able to prioritize workload without constant supervision; perform routine programming in the development of software models and linked macro formats desirable; compose letters, reports and documents and maintain appropriate confidentiality; use proper grammar, spelling and punctuation; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees and the public.

- 3. Special Qualifications:

Must possess a Utah driver's license.

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening and participate in DOT random drug testing.

- 4. Work Environment:

Tasks performed in a typical office setting with appropriate climate controls. Occasional discomfort related to equipment fumes and related circumstances associated with an equipment maintenance center. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job tasks. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)