

CITY OF SALINAS

AIRPORT ASSISTANT

BARGAINING UNIT/CLASS CODE:

SMEA / C12

DEFINITION

To provide paraprofessional administrative assistance in the operation and maintenance of the Salinas Municipal Airport activities.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision and general direction from the Airport Manager or other higher-level administrative personnel. May exercise direct supervision over assigned temporary employees.

ESSENTIAL FUNCTIONS OF THE JOB Duties may include, but are not limited to the following:

Interpret Airport Rules and Regulations in response to inquiries. Compose and prepare letters, inventory reports, City Council reports, Commission reports and memorandums. Handle administrative details in dealing with outside agencies, i.e. other Airports, Federal Aviation Administration and State Division of Aeronautics. Conduct research and analyze airport information and data. Prepare, process and monitor Use Permits, Leases and Month-to-Month Rental Agreements. Gather and draft contract language and prepare for processing through City staff, Airport Commission and City Council. Assist in developing, monitoring and administering the Airport operating budget and capital improvement program. Initiate, supervise and maintain a variety of files and records of a confidential nature. Prepare purchase orders and required documentation for all Airport supplies and services. Assist in planning, organizing and directing the maintenance and repairs of Airport equipment, grounds and facilities. Assist in developing and enforcing applicable regulations pertaining to the Airport operations. Assist in administering special programs, activities and events at the Airport including California International Airshow, Salinas Owners and Pilots Association and Ninety-Nines Activities. May represent the City and Salinas Municipal Airport as required. Support the Airport Commission and Airport Safety Committee by preparing and distributing agendas, taking and transcribing minutes. Promote and maintain safety in the work place. Perform other related clerical administrative duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

State and Federal laws and procedures pertaining to the operation of the Salinas Municipal Airport. English usage, spelling and punctuation. Principles and practices of public organizations, including office practices, record keeping, and budgeting. Research methods and procedures; business mathematics. Operation of personal computer with proficiency using word processing and spreadsheet programs.

**CITY OF SALINAS
AIRPORT ASSISTANT (continued)**

Ability to:

Correctly interpret and apply governmental policy, procedures, and regulations. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, outside agency personnel, and the general public. Communicate clearly and concisely, orally and in writing, both individually and in a group. Promote the mission, values and objectives of an effective public organization, particularly in the area of customer service. Effectively organize various tasks and schedules to meet deadlines. Learn municipal budgeting and accounting methods and practices.

License and Certificates:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required would be any combination equivalent to sixty (60) college units from an accredited college or university and two (2) years of paraprofessional experience in local government or non-profit organization administration; OR five (5) years Airport or public facilities real estate operations and administration experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 7-00, REV: 12-03, REV: 8-05, REV: 10-06