

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Executive Assistant

DEPARTMENT: Executive

SUPERVISOR: Executive Director

EFFECTIVE DATE: October 1, 2020

PAY LEVEL: 150 (\$38,431.75 - \$59,569.20)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Provides administrative support to the Executive Director. Highly responsible executive secretarial position performing a variety of administrative duties for the Executive Director and Department Heads. Serves as receptionist for the Airport Authority's main office. Performs related duties as required.

EXAMPLES OF DUTIES: Receives calls, greets visitors and directs to staff members only those contacts needing their attention or action. Takes care of routine matters and refers other inquiries to appropriate personnel. Provides airport information to the general public as requested. Process complaints from tenants and the public.

Collects, analyzes and organizes data from airlines, publications and other sources for the Executive Director. Prepares correspondence, reports and other documents as directed. Maintains the filing system for Authority records and documents. Prepares and distributes agenda for Board Meetings. Serves as secretary for the Authority Board, takes official minutes and prepares minutes in final form for distribution.

Coordinates execution of contracts, lease agreements, grant agreements and other official airport documents. Coordinates use of Terminal Building meeting rooms. Sorts and distributes mail and parcels to appropriate staff members. Coordinates activities and scheduling for Department Heads.

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.

QUALIFICATIONS: Above average competency in communications; good human

relations skills; ability to exercise considerable independent judgment and initiative; knowledge of principles and practices of office management and the ability to apply that knowledge to work situations; proficiency in secretarial skills; ability to type 65 wpm; strong organizational skills; familiarity with information processing systems. Associates degree with course work in communications, business and/or secretarial education and three years of successful experience in executive secretarial capacity. Comparative training/experience may be substituted for minimum requirements. Must have a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.