

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



ADMINISTRATIVE ASSISTANT – OPERATIONS, ARFF, MARKETING & PUBLIC RELATIONS **OPERATIONS DEPARTMENT**

Starting Salary Range: \$32,902 - \$37,837

Salary Grade Range: \$32,902 - \$49,353

Full Time, Non-Exempt

Posting Date: 02/08/24

Closing Date: Open Until Filled

Under limited supervision, provides administrative support to the Executive Vice President, Chief of Staff, the Operations, ARFF, Marketing & Public Relations Departments.

MINIMUM QUALIFICATIONS:

High School Diploma or GED.

Three years administrative assistant experience.

Typing skill of 45 WPM and proficiency in MS Word in a Windows environment at an intermediate level as demonstrated by test results.

Ability to communicate effectively and clearly, both oral and written.

Ability to maintain a high level of confidentiality.

PREFERRED QUALIFICATIONS:

Proficiency in Excel in a Windows environment at an intermediate level, **preferred**.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.flysrq.com; or, calling 941-359-2770 ext. 4766.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@flysrq.com.

Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.

2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 3036
Date Approved: 02/24
Grade: 24

JOB TITLE: Administrative Assistant - Operations, ARFF, Marketing and Public Relations
REPORTS TO: Executive Vice President, Chief of Staff
DEPARTMENT Operations
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under limited supervision, provides administrative support to the Executive Vice President, Chief of Staff, the Operations, ARFF, Marketing & Public Relations Departments.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Prepares and formats documents for internal and external communication including correspondence, reports, drafts, memos, and emails in accordance with established procedures.

Performs various administrative support duties related to special projects, or department specific recurring operations such as researching, tracking, analyzing information, implementing mailing and/or correspondence merge, etc.

Answers telephone, provides specific and general information in response to inquiries. Refers callers to other personnel when necessary. Determines immediacy of response necessary and type of action to be taken.

Maintains electronic and hard copy department files and records keeping them updated and current in accordance with Airport Authority procedures and department needs.

Acts as department liaison with Records Retention Department to ensure compliance with the Airport Authority's uniform record system.

Schedule's meetings and appointments for managers: coordinates meeting logistics including catering, correspondence with attendees, confirmations, and follow-up protocols.

Coordinates the collection of information and documents needed for the board agenda packets. Ensures the correct number of copies, placement of items on agenda, and distribution of materials are ready.

Coordinates travel arrangements for the COS, Ops and ARFF Departments, to include hotel, air travel, car rental, and conference registration fees. Prepares itineraries and maintains contact with personnel when he/she is away from the office as needed. Calculates and prepares expense reports for reimbursement.

Orders supplies and materials in accordance with standard purchasing procedures and maintains accurate inventory of materials.

Manages conference calls and reviews monthly billing for accuracy.

Receives and routes mail. Determines manner in which outgoing mail will be sent via certified, recorded, regular mail, or hand delivered, and tracks the same. Prepares appropriate mailing forms.

Compiles flight schedule information and disperses monthly to SMAA employees, tenants and FBO'S. Monitors changes and updates schedule accordingly.

Updates ARFF training logs. Audits monthly incident reports. Compiles data and completes narrative for monthly board reports.

Responsible for marketing promo closet. Manages inventory of giveaways, promotional items, and client gifts. Research new products and works closely with current and potential vendors.

Puts together promotional items for our community partners. Coordinates delivery as needed.

Assists with development and review of press releases. Disseminates release to media, SMAA employees, tenants and FBO's.

Works in preparation and completion of special projects handled by the Marketing and Public Relations Department.

Supports Marketing Administrator in the planning and execution of promotional events.

Co - coordinates Inaugural Flight Planning Events. Works with other departments to help put together events and ensure the safety of our passengers.

Coordinates the scheduling of the volunteer workforce to operate the Airport Authority's Information Counters and other customer service programs. Coordinates Tours and onboards new volunteer ambassadors. Schedules volunteers to provide daily coverage at the customer Information counters throughout the Airport. Locates substitute coverage in the event of a volunteer's unexpected absence.

Keeps open dialog with all volunteers. Explores and creates opportunities for volunteer engagement and appreciation.

Works closely with Marketing Administrator on Community Relations events including Passenger and Tenant Engagements, Holiday Music Performances, Delivery of piano for holiday, assists with coordination of Holiday Decorating, Ambassador Recognition Luncheon and anniversaries and other community events and sponsorships.

Prepares monthly records of information counter and tour program activities, including volunteer hours worked, and provides summary reports to the Executive Vice President, Chief of Staff, on a monthly basis.

Other Job Responsibilities:

Reviews daily newspapers and online newspaper sites for articles and advertising pertaining to SMAA and partners.

In the absence of marketing administrator, works with the airport's marketing firm as needed.

Responds to all daily marketing emails.

May handle mail distribution for department/administrative personnel.

With specific direction, may perform various administrative support for special projects such as conducting surveys, collating data, conducting research, etc.

Maintains the volunteer ambassador handbook and website with timely updates.

Ensures an adequate supply of promotional material is available at the Information Counter and various distribution points throughout the airport as necessary.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Typewriter, Calculator, Copier, Office Machines

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

High School Diploma or GED.

Three years administrative assistant experience.

Proficiency in MS Word in a Windows environment at an intermediate level as demonstrated by test results.

Typing skill of 45 WPM as demonstrated by test results.

Proficiency in Excel in a Windows environment at an intermediate level, **preferred**.

Licenses and Certifications:

None.

Knowledge, Skills, and Abilities:

Knowledge of office terminology, procedures, equipment, business arithmetic, English, spelling, and vocabulary.

Knowledge of office computer systems.

Skill in maintaining records and preparing reports from different source materials such as manuals, print-outs, logs, etc.

Skill in composing correspondence.

Ability to learn other computer systems and software.

Ability to maintain a high level of confidentiality.

Ability to establish and maintain filing and record-keeping systems.

Ability to respond to inquiries courteously using good judgment.

Ability to learn the Authority administrative practices and procedures.

Ability to perform more than one task simultaneously with interruptions.

Ability to perform administrative and office tasks independently.

Ability to communicate effectively and clearly, both oral and written.

Ability to establish and maintain effective working relationships with superiors, commissioners, employees, managers, directors, and the public.

Ability to take dictation and transcribe, **preferred**.

Physical Requirements:

The Administrative Assistant - Operations, ARFF, Marketing and Public Relations must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

The Administrative Assistant - Operations, ARFF, Marketing and Public Relations must have the mental capacity to perform a variety of responsible, complex and administrative duties for assigned department personnel. The Administrative Assistant - Operations, ARFF, Marketing and Public Relations must maintain confidentiality of information and develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public.

Environmental Requirements:

The Administrative Assistant - Operations, ARFF, Marketing and Public Relations generally works in an office environment.

*The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Administrative Assistant if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Administrative Assistant and is subject to change at the discretion of the Airport Authority. **ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.***



Physical/Mental Requirements

Job Title: Administrative Assistant, Operations, ARFF, Mktg & Public Relations

Job Code: 3036

Date: 04/20

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting			X	
1-10 lbs.			X	
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying			X	
Reaching			X	
Climbing				X
Driving				X
Written Communication			X	
Oral Communication	X			
Reading		X		
Hand Dexterity	X			
Reasoning		X		
Decision Making			X	
Analyzing		X		
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.

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SARASOTA MANATEE AIRPORT AUTHORITY



SUMMARY OF BENEFITS

Full Time Employees

Employer Paid Benefits:		Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.		The first day of the month following your 30 day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.		The first day of the month following your 30 day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)		The first day of the month following your 30 day waiting period
Travel Insurance		Immediate
Employee Assistance Program		Immediate
Short-Term Disability (100% paid by SMAA)		1 year
Sick-Time		90 days
Vacation Leave		6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)		6 months
Reimbursement for Continuing Education		6 months
Floating Holidays		6 months
National Holidays		Immediate
Special Discount Programs (Varies)		Immediate
Voluntary/Optional Benefits:		Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)		Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)		90 days
Group Term Life, Supplemental Medical, and Long-Term Disability Insurance (Voluntary – payroll deduction)		90 days