



**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**DEPARTMENT: PUBLIC WORKS**

**JOB CLASS NUMBER: 3158**

**DIVISION: AIRPORT**

**REVISION DATE: 4/12/2024**

*Charles Bunker*  
Acceptance - Department Head

**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

Under general direction of the Airport Director, the Administrative Assistant is responsible for performing advanced technical and clerical tasks to relieve the management staff of routine administrative details relating to regular or special programs at the Airport. Performs related work as required.

**EXAMPLES OF DUTIES:**

- Assists in the planning, organizing and performance of a variety of administrative activities.
- Prepares answers to general correspondence.
- Prepares special and routine reports, statistical data, and memorandums.
- Maintains personnel, financial, and other security records.
- Assists in compiling statistical data and in preparing various written summaries of activities.
- In the absence of the Administrative Secretary, takes on a variety of administrative duties, collects and disburses funds, and performs other bookkeeping tasks.
- Assists department directors and supervisors.
- Responsible for compiling weekly, monthly, and yearly airline, car rental, parking lot and financial reports.
- Performs the duties of Parking Control Officer as needed.

**TRAINING AND EXPERIENCE:**

- High school diploma or GED from an accredited institution
- At least four (4) years' of responsible clerical experience, including two (2) years of administrative work with equivalent skills.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of office management principles and practices
- Good knowledge of records management and control
- Sufficient skills in typing
- Basic knowledge of the departments and programs at the Airport
- Able to deal courteously and effectively with coworkers and the public.

**LICENSES AND CERTIFICATES:**

- Possess and maintain a valid Louisiana State Driver's license and an acceptable driving record.
- Other certifications may be required, with reasonable time to attain.

**BACKGROUND CHECK:**

Must undergo a criminal history background check to maintain security clearance for unescorted access to secured areas of the Airport.

**INTERNAL POSTING PERIOD:** 5/9 - 5/23/24

Position posting goes public after 10<sup>th</sup> day.