



Position Posted: Office Manager
Application Deadline: May 28, 2019
Status: Full-time, FLSA Nonexempt
2019 Salary Range: \$35,904-\$53,856
Department: Aviation
Reports to: Airport Director and Assistant Manager

GENERAL SUMMARY:

Under the direction of the Airport Director and Assistant Manager, manages the general operation of the office to ensure maximum productivity and efficiency of the office. Duties include welcoming visitors, answering incoming phone calls, working closely with tenants and maintaining leasing records, purchasing office supplies and providing administrative support to the Airport Director, Assistant Manager, Operations and Compliance Specialist and Maintenance Manager. Maintains Airport's website and social media pages. Takes the lead in event planning, including coordinating special events such as Aviation Day and school and community visits to the airport. With the supervision of the Airport Director and Assistant Manager, provides accounting/business support, grant administration, marketing, and financial services for the department.

Specific Duties of the Position:

1. Administrative Support for Airport Director, Assistant Manager:

- Prepares letters, memos and reports
- Schedule and arrange meetings, and helps manage their calendars
- Maintains lease and financial files
- Other duties as assigned by the Airport Director or Assistant Manager

2. Administrative Support for Department:

- Prepare reports and assist with computer programs
- Plan meetings including scheduling, set up and getting refreshments as needed
- Do mailings for events and order supplies and parts

3. BOAC Support:

- Prepare agenda and distribute
- Under the direction of and with the approval of the Airport Director or Assistant Manager: Prepare monthly financial documents including but not limited to: monthly financial report, profit & loss report, farming profit & loss report, self-fuel report and tower report
- Prepare BOAC meeting binders

- Attend BOAC meetings and take minutes/transcribe minutes

4. **Financial Duties:**

- Prepares payroll for approval of Airport Director or Assistant Manager and delivers to CTO for payment
- Prepares all accounts payable claims for approval by Director or Assistant Manager, enters in City's financial program and excel report and submits to CTO for payment after approvals
- Prepares property tax billings for leased properties
- Maintains database for leases, collects all lease payments and calculates CPI adjustments on leases
- Prepares and records all Airport deposits in City's financial program and receipts database in excel
- Keep informed of SBOA requirements and FAA requirements for federal funding
- Assist SBOA on Airport & FAA grant audits
- Maintains FAA Grant spreadsheet, records, monitoring receipts and expenditures of grant projects
- Oversees the rental and collection of payment for the terminal conference rooms

5. **Administrative Duties:**

- Assist Assistant Manager and Maintenance Manager in scheduling interviews for interns and janitorial/grounds keeping personnel
- Coordinates tasks for interns and community service workers, under the direction of the Assistant Manager and Maintenance Manager
- Schedules substance screening for new hires
- Complete new hire packets, collect documents required and deliver to the CTO in a timely manner
- Serves as the Airport Terminal's point of contact for janitorial/groundskeeping tasks in the terminal and nearby grounds and submits tasks to Maintenance team for prioritization and management
- Monitor daily the condition of the terminal building and needed repairs, and communicate and report issues to the Assistant Manager and Maintenance Manager for their prioritization and development of a workplan
- Provides Assistant Manager and Maintenance Manager with administrative support in their management of operations and maintenance
- Provides administrative support to the Assistant Manager and Maintenance Manager in the training of interns and maintenance team members
- Preparation of Workers Comp forms for all Airport employees when necessary
- Maintains department filing system and records to provide continuity in the operation of the Airport as required by law and regulation
- Prepare and submit legal ads for the Airport as required
- Notarization of leases and legal documents
- Track capital improvement projects paperwork, payment processing and status reports

7. Marketing and Media Duties:

- Maintains Airport's website and social media pages and keeps them fresh
- Performs a lead role in special events such as Aviation Day and others
- Responds to all online inquiries from the public
- First point of contact to the public via office or phone
- Receive incoming mail and distribute
- Schedules EAA Young Eagle flights
- Coordinate and lead Airport tours for daycares, school systems and the public
- Attend community functions relevant to the networking and marketing of the Airport

Education and Experience:

- Bachelor's Degree in Business or related field or 5-7 years of business/finance work to include 2 years of office administration experience
- Ability to meet and maintain all Indiana requirements for Public Notary including bonding requirements
- General knowledge of local government operations and bookkeeping is preferred
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Ability to learn effective use of MUNIS (an excel-based HRIS, financial and software program)
- Must occasionally drive to training locations and City Hall: valid Indiana Driver's license required and must be maintained at all times with good driving record sufficient to be insurable under the City's plan
- Safety-Sensitive: May on occasion drive for to work-related locations; therefore subject to pre-employment and random drug/alcohol safety-sensitive pool requirements
- Professional demeanor and ability to work efficiently and effectively while multi-tasking and under deadline pressure
- Ability to work well with the public, co-workers, and another government agencies and offices

Judgement:

- Frequently works independently
- Work is somewhat complex, requires multi-tasking, high levels of organization and workload is heavy

Relationship Responsibility:

- Reports to the Airport Director & Assistant Manager
- Maintains positive communication with the public and other agencies of government inclusive of the Clerk-Treasurer's Office (CTO) and Human Resources Department
- Promotes and maintains a safe and efficient office environment

- Serves as a point of contact for interns, community service workers, and part time workers, under the direction of the Assistant Manager

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by this position.

UPDATED: May 14, 2019
APPROVED: May 14, 2019 (ACT)