

**City of Mason City**  
**POSITION DESCRIPTION**

**Class Title:** Administrative Assistant  
**Department:** Municipal Airport  
**Date:** August 31, 2020

**Job Code Number:**  
**Grade Number:** G  
**Union:** No  
**Civil Service:** No  
**Exempt:** No

**GENERAL PURPOSE**

Performs a variety of routine and complex clerical, secretarial, and administrative work including keeping records, providing administrative support to the airport staff, and assisting in the administration of the standard operating policies and procedures of the department.

**SUPERVISION RECEIVED**

Works under the general supervision of the Airport Manager. Responsible for most duties without direction or guidance.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serves as administrative assistant by providing high level, confidential administrative support to the Airport Manager and the overall department. Maintains calendars and organizes/schedules meetings and special events. May coordinate staff travel arrangements.

Serves as the initial point of contact for the airport business office, answering the telephone, receiving visitors, providing general information on airport operations, responding to inquiries from customers, staff, tenants, and the public, and makes necessary referrals as needed. Maintains the airport business office in a neat and professional appearance.

Provide monthly accounting of airport financial status. Prepares and distributes billings for chargeable work performed by the airport and other divisions as required. Reconcile and verify all airport financial transactions, and assigns to appropriate costs centers. Receive payments due and properly receipt through the Finance Department. Prepares financial reports to aid the Airport Manager in the development of budgetary projections and annual budget.

Attends Airport Commission meetings and maintains the official meeting minutes for the commission. Prepares meeting-related documents such as agendas, reports, notices, minutes, and proof-read for accuracy.

Creates, updates, organizes and maintains a variety of filing systems for the department including airport operations, terminal tenants, private hanger leases, and farmland tenants. Devises and recommends concepts for adoption to improve record keeping and efficiency in the department.

Maintains the Mason City Municipal Airport Marketing Program, including visual media and materials, program planning, grant-funding, and setting up meetings and contracts with media contacts. Coordinates airport tours and assists with handouts to tour groups.

Maintains the Airport webpage and social media sites, ensuring accuracy of content and contact information for the department. Maintains departmental media history.

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Oversees the procurement of departmental materials and supplies. Completes purchase requisitions and maintains office supplies inventory. Prepares requests for quotes for goods and services for the Manager's review. Prepares and monitors work orders.

Compiles bi-weekly time-keeping data for department employees and prepares for submission to payroll. Manages payroll distribution cost centers. Maintains accurate departmental personnel records and processes necessary changes, including personal data, leave allocations and usage, and pay changes.

Compiles monthly regulatory reports for airport passenger counts, fuel sales, and rental car transactions.

Assists the Airport Manager with state and federal grant applications and administration, including tracking invoices and payments for reimbursement for grant funded projects.

In the absence of the Airport Manager, serves as the initial point of contact for issues and serves as the alternate Airport Security Coordinator in the absence of the Airport Manager, requiring Transportation Security Administration (TSA) training and clearance.

Composes, types, edits, and proofs a variety of documents as to content, accuracy, and completeness.

Operates office equipment and processes incoming and outgoing mail, and collects mail daily from City Hall.

Must be able to follow and understand safety rules and regulations.

Attends work regularly at the designated time and place.

Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- (A) Graduation from high school or GED from an accredited institution of higher learning.  
AND
- (B) Graduation from an accredited two-year college with an associate degree in business or related field OR completed sixty (60) credit hours towards a college degree in a related field of study from an accredited institution. AND
- (C) Three (3) years' experience working in an office environment.
- (D) OR Equivalent education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Working knowledge of office practices and procedures; basic knowledge of modern records management techniques; basic mathematical computations; and moderate knowledge of accounting principles and practices.
- (B) Skill in operating the listed tools and equipment.
- (C) Proficiency with personal computers and software, including Microsoft Word, Excel, PowerPoint, Outlook and QuickBooks.
- (D) Ability to maintain strict confidentiality with sensitive and restricted information.

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- (E) Ability to work independently, be self-directed in completing job duties, and carry out assigned projects to their completion.
- (F) Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.

### **SPECIAL REQUIREMENTS**

Valid driver's license or ability to obtain one prior to employment. Must maintain compliance with City's Administrative Policy on Operation of City Vehicles (AP 5.03).

### **TOOLS AND EQUIPMENT USED**

Personal computer (including typical office software), calculator; phone, copy machine, fax machine, scanner, digital camera, and other related equipment.

### **PHYSICAL DEMANDS**

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and the ability to distinguish colors.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINFS**

Formal application and resume, rating of education and experience; oral interview, background/reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 03-23-03

Revision History: 09-21-03  
10-04-04  
12-02-10  
04-12-18  
08-31-20