

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



EXECUTIVE ASSISTANT Part Time, Non-Exempt

Salary: \$21.20 - \$24.38/hour
Posting Date: 04/23/2021

Schedule: Varies
Closing Date: Open Until Filled

Under limited supervision, provides administrative support to the President, Chief Executive Officer and the Sarasota Manatee Airport Authority (SMAA) Commissioners. Deals with highly confidential material, is the keeper of Board's legal files, minutes and records and exercises independent judgment in a range of office-related matters.

MINIMUM QUALIFICATIONS: Associate Degree in business or experience on a year for year basis. Four years Administrative Assistant experience. Two years office manager or executive level experience. Proficiency in MS Word in an Office 365 environment at an intermediate level as demonstrated by test results.

LICENSES AND CERTIFICATIONS: Notary License – State of Florida or must obtain within (60) days of assuming position.

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.srq-airport.com; or, calling 941-359-2770 ext. 4212.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024. 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 test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 1005
Date Approved: 04/21
Grade: 30

JOB TITLE: Executive Assistant
REPORTS TO: President, Chief Executive Officer
FLSA STATUS: Non-Exempt

JOB SUMMARY

Under limited supervision, provides administrative support to the President, Chief Executive Officer and the Sarasota Manatee Airport Authority (SMAA) Commissioners. Deals with highly confidential material, is the keeper of Board's legal files, minutes and records and exercises independent judgment in a range of office-related matters.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Provides administrative support for the President, Chief Executive Officer and the SMAA Commission Board. Composes correspondence. Determines priority items and directs these to appropriate personnel. Maintains records and files.

Answers the President, Chief Executive Officer's telephone calls from employees, citizens, local and state and federal officials, organizations, and businesses. Answers inquiries and makes decisions when possible or determines whether action can wait or should be directed to another department or held for executive approval.

Receives and answers incoming telephone and mail correspondence and answers inquiries from the public and other entities regarding the Commission Board.

Makes travel arrangements for the President, Chief Executive Officer, and as requested, for other staff, and SMAA members. Arranges hotel, air travel, car rental, and conference registration fees. Calculates and prepares expense reports for reimbursement.

Coordinates SMAA Board meetings with staff to include developing agenda based on President's and staff input. Prepares narratives as necessary, obtains narratives and accompanying documents, and department reports from staff for agenda. Coordinates the assembling and distribution of agenda packets with Administrative Assistants.

Prepares notices for all meetings and ensures appropriate yearly notices are sent to the Manatee and Sarasota Court Clerks and the media in compliance with public meeting regulations. Notifies other interested parties.

Schedules all meetings for Airport Authority to include regular monthly meetings, special meetings, workshops, and public hearings. Prepares meeting rooms. Sets out materials needed, etc.

Attends meetings of the SMAA. Takes notes and transcribes recordings into minutes of each meeting. Prepares memorandum describing directives and actions taken. Types partial verbatim transcripts of recorded proceedings when requested. Ensures all official documents are signed by SMAA Chairman, and, as appropriate, maintained in SMAA files.

Acts as the official keeper of minutes, master files, resolutions, the Corporate Seal, and indexed book of resolutions. Upon request, researches past meeting minutes for management, staff, commissioners, and other interested parties.

Performs the duties of notary public and administers Oaths/Affirmations at SMAA Public Hearings to Staff and members of the Public giving testimony or evidence as part of Public Hearings under Florida law.

Acts as Financial Disclosure Coordinator for SMAA to assist Florida Commission on Ethics in collation of necessary documents and answers inquiries regarding Financial Disclosure regulations pursuant to Section 112.3145 of the Florida Statutes for Commissioners and staff.

Schedules internal and external speaking engagements and appointments for the President, Chief Executive Officer, Commissioners, and staff. Maintains the discretion to schedule appointments and speaking engagement for the President, Chief Executive Officer at time of request.

May act as a liaison between Senior Staff/other personnel and the President, Chief Executive Officer by keeping abreast of Airport operations and prioritizing issues. Coordinates revisions to administrative office procedures, formatting of letterhead, memorandums, business cards, etc.

Prepares and distributes conference confirmation letters and memos. Coordinate's conference or meeting preparation to include room reservation, food orders, and equipment availability.

Other Job Responsibilities:

Takes dictation and transcribes letters, reports, and memorandums.

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:

Associate Degree in business or experience on a year for year basis.

Four years Administrative Assistant experience.

Two years office manager or executive level experience.

Proficiency in MS Word in an Office 365 environment at an intermediate level as demonstrated by test results.

Licenses and Certification:

Notary License – State of Florida or must obtain within (60) days of assuming position.

Knowledge, Skills, and Abilities:

Knowledge of general office policies and procedures.

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

Knowledge of management principles and skills to include motivation, delegation and problem resolution.

Knowledge of various computer software at an intermediate level.

Interviewing skills.

Ability to type 45+ WPM as demonstrated by test results.

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

Ability to supervise, plan, and delegate.

Ability to conduct meetings.

Ability to make independent decisions, recommendations, and provide necessary objective information.

Ability to develop and maintain effective relationships with superiors, fellow employees, and the general public.

Dictation and transcription skills at a proficient level, **preferred**.

Physical Requirements:

The Executive Assistant 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:

As an Executive Assistant, the employee must have the mental capacity to provide support to all departments; must be capable of successfully interacting with employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public and have the mental capacity to provide support to the President, Chief Executive Officer.

Environmental Requirements:

The Executive Assistant generally works in an office environment.

Summary Clause:

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 Executive 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 Executive 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: Executive Assistant

Job Code: 1005

Date: 04/21

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.

SARASOTA MANATEE AIRPORT AUTHORITY



SUMMARY OF BENEFITS Part Time Employees

Employer Paid Benefits:		Waiting Period
Sick-Time		90 days
Vacation Time		6 months
Floating Holidays		6 months
National Holidays		Immediate
Employee Assistance Program		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