



DULUTH AIRPORT AUTHORITY

July 15, 2024

VACANCY POSTING – AIRPORT ADMINISTRATIVE COORDINATOR

The Duluth Airport Authority is accepting applications for the position of Airport Administrative Coordinator. A complete job description is attached. The Duluth Airport Authority is an Equal Opportunity Employer.

Hourly Rate: \$24.9669

Benefits: Health Insurance, Dental Insurance, Life Insurance, PERA Pension Contributions, Cafeteria Benefit, Ability to participate in Minnesota Deferred Compensation Plan, Vacation Time, Sick Time, Personal Time

Please submit a cover letter and resume to daa@duluthairport.com.



DULUTH AIRPORT AUTHORITY

POSITION TITLE: AIRPORT ADMINISTRATIVE COORDINATOR

DEPARTMENT: FINANCE AND ADMINISTRATION

LOCATION: DULUTH AIRPORT AUTHORITY OFFICE

OVERVIEW:

This position is responsible for providing advanced administrative support to leadership and management. This role frequently interfaces with a wide variety of contacts, including employees, tenants, customers, general public, and public officials and serves as a trusted link. Answers and directs emails and telephone calls. Act as the administrative liaison to the Duluth Airport Authority (DAA) Board of Directors including posting of meets, preparing board materials, and recording meeting minutes. Plans internal events. Prepares correspondence, reports, and conducts research. The Administrative Coordinator has a variety of responsibilities and requires the ability to maintain a high degree of sensitivity to confidential matters and be flexible with changing priorities and assignments.

ESSENTIAL DUTIES & RESPONSIBILITIES (OTHER DUTIES MAY BE ASSIGNED):

A. ADMINISTRATIVE FUNCTIONS

- Provides senior administrative support to leadership, including preparing reports, resolutions, ordinances, statistical data, letters, memos and other correspondence, scheduling meetings and appointments.
- Serves as Airport Authority Board Clerk, and is responsible for the preparation of agendas, minutes, board packets, notifications to Board Members, department heads and media for monthly and special Airport Board meetings. Transcribes records of Board Meetings, maintains minutes, and prepares legal publications. Coordinates signatures.
- Provide administrative support for airport meetings, including administering virtual technology and preparing refreshments.
- Collect and process mail, including distribution to appropriate recipients.
- Prepare updates of airport policies and documents
- Support finance functions by performing duties as assigned for proper segregation of duties.
- Prepare, input, and maintain updates to the airport website.
- Primary person to answer and direct telephone calls and general emails.
- Meet and direct individuals, business leaders, and public officials to appropriate DAA staff functions and offices
- Prepare, maintain, and distribute current telephone and email contact lists for DAA employees, DAA board members and internal and external stakeholders.
- Orders and maintains adequate stock of office supplies, business club supplies, etc.
- Prepares purchase requests and employee expense reports.
- Maintain the organization and tidiness of physical and electronic files, offices, breakrooms, conference rooms, etc.
- Administers conference room and other space rentals, parking and vehicle permits, etc.
- Coordinate conferences, meetings, travel arrangements, and other special events
- Serves as backup for preparing security badges and other administrative duties as needed.
- Maintains confidentiality and uses discretion at all times.
- Monitors and administers office equipment, phone system and associated contracts and systems.
- Collects, organizes and prepares spreadsheet summaries of airport statistics as needed.
- Assists with any other administrative requests and performs special projects and other duties as assigned.
- Assists the Executive Director as assigned.

B. PAYROLL & HUMAN RESOURCES FUNCTIONS

- Completes timecard and payroll verification, reconciliation, and journal entries as needed.
- Maintains master DAA job descriptions.

- Coordinates, reviews, and prepares new hire documents, medical examinations and employee trainings.
- Schedules physicals and drug tests.
- Prepares and maintains employment and labor law postings and notices.
- Advise employees on changes to benefits or responsibilities prior to a change in duty status.

C. RISK MANAGEMENT & COMPLIANCE

- Tracks lease agreement insurance certificates.
- Reviews DAA insurance to ensure appropriate coverage.
- Maintains list of insured drivers.
- Assists in the development of compliance plans and documents as well as the implementation and follow-through of the plans.

D. OTHER

- Projects positive public image for Duluth Airport Authority and DAA staff in all matters
- Individual may be recalled to provide contingency support during irregular operations, major accidents and/or disasters at the Duluth International Airport on a 24/7 basis.
- Other duties and tasks as assigned.

MINIMUM QUALIFICATIONS

A. EXPERIENCE AND EDUCATION

- An associate degree; or
- Experience in administrative support role or equivalent

B. SKILL AND ABILITY REQUIREMENTS

- Alphabetize, index and file.
- Use professional writing skills to write business letters, forms, and memos, including correct spelling, grammar, formatting, and document redlining.
- Office methods, procedures, equipment
- Proficiently use and operate Microsoft Office Suite and Adobe Acrobat.
- Type from clear copy at a rate of not less than sixty words per minute.
- Transcribe and take detailed notes electronically.
- Understand and execute oral and written instructions.
- Work independently in the absence of specific instructions
- Establish and maintain effective, harmonious, and professional relationships with the public and fellow employees.
- Understand questions and give clear and satisfactory answers and explanations.
- Make accurate mathematical and other computations and comparisons.
- Ability to pass background checks, drug test and be capable of meeting and maintaining TSA security requirements for unescorted access in the Security Identification Display Area (SIDA)
- Ability to work at the Duluth Airport Authority office which involves travel to Duluth International Airport. This is not a remote work position.

DESIRABLE JOB KNOWLEDGE:

- Knowledge of FAA and MnDOT functions and interactions
- Knowledge of aviation terminology
- Knowledge of NetSuite Accounting System
- Knowledge of website administrative platforms such as WordPress
- Knowledge of industry accepted human resources practices.

WORKING CONDITIONS & PHYSICAL DEMANDS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on the work location, while performing the duties of this position, the incumbent may occasionally be exposed to moving mechanical parts, fumes, or airborne particles, and/or outside weather conditions. The noise level in the work environment is typically moderate and interruptions are common.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Airport Administrative Coordinator

DAA Director of Finance & Admin.