

**MASON CITY AIRPORT COMMISSION  
CITY OF MASON CITY  
POSITION DESCRIPTION**

|                     |                              |                         |    |
|---------------------|------------------------------|-------------------------|----|
| <b>Class Title:</b> | Airport Secretary            | <b>Job Code Number:</b> |    |
| <b>Department:</b>  | Municipal Airport Department | <b>Grade Number:</b>    |    |
| <b>Date:</b>        | April 12, 2018               | <b>Union:</b>           | No |
|                     |                              | <b>Civil Service:</b>   | 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 close supervision of the Airport Manager. Responsible for proceeding with most duties without direction or guidance.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs routine clerical and administrative duties.

Screens phone calls and either assist caller or route to appropriate staff member.

Receives the public and provide customer assistance, address inquiries from employees or forward to appropriate persons.

Assists with State Airport Marketing Projects.

Maintains office supplies inventory. Assist in the procurement of department materials and supplies.

Operates office equipment as required.

Prepares and monitors work orders.

Processes mail.

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

Enters data on department forms or spreadsheets; post accounts, and compile data for various reports.

Schedules appointments and coordinate staff travel plans.

Coordinates airport tours and assists with handouts to tour groups

## **Job Description: Airport Secretary – Mason City Airport Commission**

Attends Airport Commission Monthly Meetings and Special Meetings as needed and takes dictation/notes during such meetings. Prepares documents such as reports, notices, minutes, and Proof read for accuracy.

Establishes and maintains record filing system and control records.

Maintains personnel records.

Acts as confidential secretary to Airport Manager. Maintain calendar and insure that Airport Manager keeps appointments.

Maintains departmental media history.

Operates a motor vehicle as necessary.

Reconciles transactions for all Airport Commission Department accounts. Prepare necessary forms.

Prepares financial reports to aid in the development of budgetary projections and annual budget.

Verifies payroll for Airport Commission employees.

Maintains reception area in a neat and professional appearance.

Becomes familiar and maintains accurate records of vacation, sick leave, funeral leave, floating holiday, over and under time and airport practices and policies.

Prepares and distributes billings for chargeable work performed by the Airport Department and other divisions as required. Verify accounts receivable monthly. Receive payments due and properly receipt through the Finance Department.

Devises and recommends concepts for adoption to improve record keeping and efficiency in the department.

Prepares requests for quotes for goods and services for the Manager's review.

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

Attends work regularly at the designated time and place.

Performs other related duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- (A) Graduation from high school or GED from an accredited institution of higher learning.
- (B) Two years (2) experience or one year of related post high school education.
- (C) Associate degree with specialized course work in general office practices such as typing, filing, accounting, data processing, and bookkeeping is desired.

## **Job Description: Airport Secretary – Mason City Airport Commission**

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

- (A) Working knowledge of computers and data processing; modern office practices and procedures; and accounting principles, and base radio.
- (B) Ability to operate a phone system, personal computer, copy machine, postage machine, scanner/fax machine, and calculator. Pleasant phone etiquette is essential.
- (C) Ability to communicate effectively both in writing and verbally with co-workers and the general public.
- (D) Ability to deal with the general public in a tactful and courteous manner.

### **SPECIAL REQUIREMENTS**

Must be able to maintain confidentiality. Proficient in Microsoft Word, Quick Books, Excel and PowerPoint Presentations.

### **PHYSICAL DEMANDS**

The physical demands described 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 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 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 GUIDELINES**

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: March 23, 2003

Revision History: 09/21/03  
10/04/04  
12/02/10  
04/12/18