



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Administrative Support Assistant

About the Administrative Support Assistant

The Tucson Airport Authority is looking for a Administrative Support Assistant, a key member of the TAA team with responsibility to provide a wide variety of administrative and technical support to TAA Vice Presidents and/or their staff. Tasks can be very diverse and may include assisting project managers, providing support to official TAA meetings or special events, composing general correspondence, creating reports, assisting with budget development and tracking, or travel planning. Great computer skills, a high degree of attention to detail, and the ability to multi-task under deadlines in a fast paced airport environment is essential.

Job Requirements

A high school diploma is required. A minimum of five years of experience in a public or private office administration position. Must be proficient in all Microsoft Office Applications. An Associates or Bachelor's degree in business administration or related field is preferred.

Salary

Annual starting rate: \$31,928.00 - \$43,139.20 depending on qualifications. The top of the range is reserved for ideal candidates who closely match TAA's business needs.

TAA Benefits

Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 2 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life Insurance.

About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948; it is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

Mission Statement: Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

The Airport System

Tucson International Airport (TUS) is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

Ryan Airfield (RYN), is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

How to Apply

Please visit the TAA website at www.flytucson.com to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at ssutton@flytucson.com.

Title: Administrative Support Assistant

Reports To: Office, Records, and Warehouse Manager

FLSA Code: Non-Exempt
Grade: TBD
Approved: ARV 8-16-19
Approved: RJG 8/17/19

Distinguishing Characteristics:

Under general supervision and administrative direction, the Administrative Support Assistant (ASA) provides administrative and technical support, independently completing a variety of tasks or actions assisting TAA Vice Presidents (VP)/General Counsel, or their department staff. Frequently researches, analyzes, reconciles, organizes, plans for and completes tasks within established guidelines, processes and procedures. Assists with the planning and execution of official TAA meetings, forums, special events and other activities that require broad professional administrative skills.

Essential Functions:

The following functions and all other functions not included in this job description are to be performed in the best interests and greater good of TAA.

- Plan for and manage routine and non-routine administrative tasks, projects and actions supporting the VP/General Counsel of the division assigned to. May directly engage in administrative tasks or actions supporting specific departments within a division.
- Complete data entry into the project management system including, but not limited to, initial project setup and all administrative/TAA internal costs.
- Track and notify project management and maintenance staff on project warranties.
- Prepare grant reimbursement requests, cargo reports, and billings for grant programs.
- Assist project staff with routine tasks, including coordinating review of plans and completing contract compliance checklists.
- Plan, coordinate, and schedule appointments for VPs as required. Ensure executives receive all preparatory materials in advance of scheduled meetings.
- Review, edit, and compose correspondence for the VP/General Counsel, or other department staff.
- Research, prioritize, and follow-up on issues/concerns identified by the VP to include those of a sensitive nature. Maintain a high degree of confidentiality and sound judgement with an awareness of the information the position may be privy to.

- Research, gather information, constructs spreadsheets, and create accurate documents (letters, emails, PowerPoint presentations) using appropriate software application.
- Print as-built plans and other special purpose documents for requesting departments.
- Prepare for, attend, and support a variety of meetings or events, including ones that may be off-airport May arrange and coordinate all aspects of meetings, to include room reservation, set up, and catering. Schedule, prepare agendas, presentations and handouts, take minutes manually and via recording, transcribe recorded minutes, and track action items.
- Coordinate, facilitate, and organize training sessions and workshops both at TAA and offsite, to included reserve facilities, prepare agendas, set-up and operations of audio-visual equipment, and ensure confirmations.
- Compile and prepare monthly summaries, status reports, logs, financial reports and data, and other routine reports and information.
- Prepare purchase requisitions, move orders, check requests and submit for approval, assist with billing and invoice reconciliation.
- Coordinate multiple tasks with various departments. Manage tasks with competing deadlines, prioritize conflicting requirements, handle all matters proactively, and follows through on projects to successful completion.
- Assist in preparation of annual budgets, budget entry, and track expenditures.
- Arrange detailed travel plans to include flight reservations, hotel accommodations, rental car, and all itineraries. Creates documents related to travel and meetings, closing out travel related documentation as needed.
- Coordinate division employee Years of Service awards and other special recognition events, preparing the necessary documentation for VPs and Directors.

The above listed functions are not necessarily all the essential duties. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

Position Requirements:

A high school diploma is required. Minimum of five years of experience in a public or private office administration position. Proficient in Microsoft Office applications. Associates or bachelor's degree in business administration or related field preferred.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- Record management and official record keeping.
- Budgeting and expense reporting.
- Meeting and travel planning.
- Customer service principles.
- Administrative support and office management principles, time management, organizational and prioritization best practices.
- MS Office (Outlook, Word, Excel, PowerPoint) and other office equipment.
- Enterprise Resource Planning (ERP) and other business software systems

(e.g. Oracle, PMWeb, SAP, Peoplesoft, etc.).

Skill in:

- MS Word, Excel, and PowerPoint to create documents, tables, reports, spreadsheets, and presentations.
- Performing tasks with a high degree of accuracy, confidentiality and attention to detail, and mature judgment to function in compelling, fast-paced work environment with deadlines and multiple projects.
- Initiating and organizing responsibilities with minimal supervision, taking independent action to resolve problems within authorized decision-making level.
- Oral and written communication, including proofreading for spelling, grammatical or typographical errors.

Ability to:

Physical Requirements

- Communicate clearly in person and in writing; via telephone, cellular phone, and radio, with sufficient clarity to be understood by others, and to hear radio and telephone transmissions in a high noise environment.
- Lift, move, and carry items weighing a maximum of 40 lbs., with or without assistance.

Mental Requirements

- Manage multiple tasks and responsibilities with a high degree of accuracy, attention to detail, with mature judgement, to function in an environment with frequent deadlines and projects.

General

- Read, write, and speak English in an articulate and fluent manner with sufficient clarity to be understood by others.
- Understand that dissemination of information outside of job requirements is based on “need-to-know”. Maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Engage in self-improvement activities and training as directed.
- Perform cross training on other tasks within the work environment.
- Research and gather information using a variety of methods to ensure timely, accurate, and applicable data collection.
- Demonstrate excellent customer service.
- Establish and maintain effective and positive professional working relationships with all TAA employees, Board and Authority members, consultants, outside agency representatives, and the general public.
- Use a variety of office equipment including computer, calculators, copy/fax/scanner machines, plotters/printers, and other office machines.
- Continually learn and apply the latest technical knowledge/skills in functional area of responsibility.

Licenses; Certificates; Special Requirements:

- Valid Arizona Driver's license.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents, as requested/required.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

HR Signature

Date