



**Friedman Memorial Airport
Seeks Airport Business Operations Coordinator**



Friedman Memorial Airport Seeks Airport Business Operations Coordinator

Posted Date: December 5, 2019

Salary Range: \$65,000-\$85,000

Deadline to Apply: Open Until Filled

The Friedman Memorial Airport in Hailey, Idaho is seeking qualified applicants for a full-time Airport Business Operations Coordinator. This position will report to the Airport Manager and is responsible for providing business operations support duties related to the management of the airport in accordance with local, state and federal regulations. A complete job description is available on the Airport's website at www.iflysun.com.

Applicant information will be accepted until a candidate is selected. Qualified candidates may submit their qualifications to lisa@iflysun.com or deliver them to the Airport Management and Operations Center, 1616 Airport Circle, Hailey, ID 83333.

Friedman Memorial Airport is an Equal Opportunity Employer and a Drug Free workplace. The Friedman Memorial Airport Authority is committed to compliance with Federal and State laws requiring that the Airport only hires workers who are lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization) without discrimination. As such, the Airport participates in the E-verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying employment eligibility of all newly-hired employees. Our participation in the E-Verify program does not exempt us from the obligation to obtain a complete Form I-9 from every employee we hire.



JOB DESCRIPTION

Friedman Memorial Airport – Airport Business Operations Coordinator

Supervisor: Airport Manager

Status: Full-Time (40 hrs./wk.)/Non-Exempt

Salary Range: \$65,000-\$85,000

General Position Description

The Friedman Memorial Airport is seeking an Airport Business Operations Coordinator to oversee and monitor the organization's general business operations and build processes to meet the business needs.

Position Overview

The Airport Business Operations Coordinator is responsible for overseeing the general business operations of the Friedman Memorial Airport under the direction of the Airport Manager. Areas of responsibility include general administrative support, human resources support, payroll coordination, business operations analysis, marketing and public relations support, financial and accounting support, and Federal Aviation Administration (FAA) grant administration support. In addition, this position is responsible for reviewing processes in place and recommending appropriate changes to improve efficiency, accuracy and overall effectiveness of organizational functions.

The Airport Business Operations Coordinator will oversee a wide range of business operations and assist with setting and achieving goals across the entire organization. The Coordinator will have input into a variety of strategic decisions. Ultimately this position will be tasked to ensure that all business functions are aligned with the Airport's strategic goals and objectives. Excellent leadership and communication skills are required.

Essential Duties and Responsibilities

General Support:

- Serves as an assistant to the airport leadership team.
- Works with airport leadership team to set a positive work atmosphere and culture based on execution of individual roles, responsibilities and high standards.
- As assigned, serves as project manager on a variety of airport projects; manages projects from start to finish including establishing project goals and priorities.
- Responds to and serves the public with professionalism at all times.
- Serves as a liaison with airport tenants and user groups regarding airport issues.
- Utilizes effective communication and interpersonal skills to maintain positive and productive working relationships with other employees, the public and agencies associated with operation of the airport and works to resolve issues in a courteous and professional manner.

- Responsible for providing general administrative support to include processing incoming and outgoing mail, answering phones and routing calls, record-keeping, and other basic administrative needs.

Airport Security Support:

- Serve as the assistant to the Airport Security Coordinator including developing and maintaining a working knowledge and understanding of the airport's security program.
- Assist with airport badging (Trusted Agent), including badging appointments and follow-up.
- Regulatory audit assistance.
- Assist with airport security systems (hardware and software) administration, maintenance, and configuration.

Human Resources and Payroll Coordination:

- Provides Human Resources support and accomplishes associated HR-related tasks.
- Maintains highest level of confidentiality and professionalism handling personnel issues.
- Assists with payroll, including payroll policies and procedures.
- Assists employee benefits program, including coordination with vendors.
- Assists leadership team with the hiring, training and development of team members.
- Ensures job descriptions are accurate and up-to-date.

Business Operations Analysis:

- Makes recommendations to Airport Manager on organizational effectiveness with the goal of improving overall business operations.
- Conducts research and develops implementation plans for process improvement.
- In coordination with airport leadership team, makes recommendations and develops new policies and Standard Operating Procedures (SOPs) for the airport; works with outside consultants or service providers as needed.
- Prepares and delivers reports to Airport Manager and interacts as needed with the Friedman Memorial Airport Authority Board.
- Coordinates and assists with various business projects with department managers.
- Develops communication plans for internal departments within the organization.
- Assists in organizing and implementing conference presentations.

Marketing and Public Relations Support:

- Assists with updating and maintaining the Friedman Memorial Airport website.
- Assists with the coordination of airport marketing campaigns.
- Assists with coordinating, developing, and implementing airport communication plans.

Financial, Accounting and Leases Support:

- Assists with the preparation and distribution of month-end financial reconciliation reporting packets as necessary.
- Performs duties associated with accounts receivables and accounts payable functions as necessary.
- Assists with the maintenance and retention of airport records according to internal record-keeping procedures.
- Assists with the coordination and compilation of annual financial independent audit.

- Assists with the preparation of financial reporting which includes updating and maintaining the chart of accounts, prepares and updates rates and charges schedule, and researches and prepares statistical reports based on consolidation of data collected.
- Assists with budget preparation including creating budget templates, updating budgets and budget performance summaries, assisting with budget adoption procedures, and preparing required budget reports and notices.
- Assists with airport leases and lease management.
- Assists with research and presents options on allowable financing mechanisms for various airport programs and projects.

Federal Aviation Administration (FAA) Grant Support:

- Assists with all Federal Aviation Administration grant support requirements.
- Assists with and maintains knowledge of the FAA Airport Improvement Program (AIP)/Passenger Facility Charge (PFC) grant programs for the airport.
- Knowledge of the Federal Department of Transportation (DOT)/FAA Disadvantaged Business Administration (DBE) requirements.
- Performs other duties as assigned.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

Education and Work Experience:

- Bachelor’s degree required from an accredited college or university in business administration, financial management, accounting, or a similar field;
- A minimum of five (5) years’ experience performing general office administration, business financial and operational analysis, and human resource coordination;
- A minimum of two (2) years’ experience in supervising personnel is preferred;
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work specified.

Required Knowledge, Skills, and Abilities:

- Possesses extensive knowledge of and experience with financial and operational analysis.
- Has extensive expertise in managing people and projects.
- Demonstrates intuitive, analytical, and problem-solving skills.
- Possesses excellent organizational and time management skills as well as the ability to meet deadlines.
- Exhibits motivation, determination, and decisiveness despite any external pressures.
- Possesses strong communication skills, both oral and written.
- Is able to present budgets, schedules, plans, and business models to a variety of audiences.
- Demonstrates the ability to work under stress and pressure.
- Must be able to obtain and maintain an airport security (SIDA) badge.
- Must possess or be able to obtain a valid Idaho Driver’s License.

Language Skills:

Must have the ability to communicate by understanding and speaking the English language; read, analyze and interpret communications from different entities; read, analyze and interpret various government regulations; clearly and effectively express ideas and thoughts, verbal and written; listens actively; articulate and capable of presenting at public meetings if necessary. Able to follow written and verbal instructions, policies and procedures with accuracy and attention to detail.

Mathematical Skills:

Must have the ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios and proportions to understand and resolve practical situations.

Reasoning Ability:

Must have the ability to solve complex problems and deal with a variety of situational variables in scenarios where only limited standardization exists. Able to interpret a variety of instructions furnished in writing, oral, diagram, or schedule form as well as develop effective solutions when limited guidance is provided. Able to think clearly and make appropriate decisions, even in stressful situations.

Other Knowledge, Skills and Abilities:

- Thorough knowledge of an extensive body of federal, state, and local laws, rules, regulations and procedures that apply to airport certification, management, and compliance.
- Ability to understand, interpret and explain rules and regulations to staff, airport tenants, and members of the public.
- Ability to establish and maintain effective professional relationships with coworkers, customers, and vendors.
- Ability to maintain professional demeanor and deliver excellent customer service during times of high stress and with agitated individuals.
- Ability to manage own personal stress level in order to de-escalate situations.
- Ability to work both independently and cooperatively in a collaborative atmosphere.
- Ability to prioritize multiple tasks and projects with multiple interruptions and meet critical deadlines.
- Ability to exercise sound judgement, make decisions with confidence, show initiative, take ownership of assigned projects, follow verbal and written instructions and communicate effectively.
- Performs tasks assigned with accuracy, attention to detail, proper work methods, techniques, and compliance with applicable standards and specifications.
- Ability to perform duties unsupervised.
- Ability to exercise independent problem-solving with initiative and self-motivation.
- Exercises principles and practices of organization, planning and effective records management.
- Working knowledge and ability to update calendar of events, construction updates, and airport specific details on the airport's website using WordPress.
- Working knowledge of Microsoft Office programs including Power Point, Excel, Word, Publisher and Outlook.
- Thorough knowledge of record keeping principles and practices to adhere to industry standards.
- Working knowledge of QuickBooks Enterprise or equivalent.
- Possess initiative to continue education and training to improve skills and apply skills learned.
- Ability to type 60 words per minute.

- Capable of operating standard office equipment such as computers, scanners, telephones, facsimile machines, copiers and printers.
- Must be able to work flexible and extended hours to accommodate holiday schedules, airport meetings, special events, emergencies or as needed.
- Ability to travel and attend airport related meetings, trainings and conferences.

Essential Physical Abilities:

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 regularly required to stand, walk, sit and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance, stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 35 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment:

Work is primarily performed in an office environment where physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting of office supplies (e.g. binders, files, documents) and work under the stress of deadlines and fluctuating office environment. Tasks may require expose to environmental conditions such as dust, fumes, noise extremes, traffic hazards and, on occasion, the employee may subject to seasonal and extreme weather conditions.

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act of the incumbent. It is not designed to cover or contain comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.