



**Job Title:** Airport Administrative Coordinator I/II/III  
**Department:** Administration  
**Reports to:** Airport Finance and Administration Manager  
**FLSA Status:** Non-Exempt  
**Pay Level:** 7/8/9

## JOB SUMMARY

The Airport Administrative Coordinator will support a wide range of business operations and assist with Airport projects and initiatives across the entire organization. Areas of responsibility include general administrative, financial/accounting, and business operations support.

## MISSION

*Providing the Wood River Valley, surrounding communities, and traveling public a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices.*

## PRIMARY DUTIES AND RESPONSIBILITIES

- Provides overall administrative support to the Airport leadership team
- Works with the Airport leadership team to set a positive work atmosphere and culture based on execution of individual roles, responsibilities, and high standards
- Provides project support on a variety of airport projects
- Responds to and serves airport customers and 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, customers, 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

### **Financial, Accounting, and Leases Support**

- Assist with the preparation and distribution of month-end financial reconciliation reporting packets as needed
- Performs duties associated with accounts receivables and account payable functions as needed
- 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
- Assist with the preparation of financial reporting which includes updating and maintaining the chart of accounts 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 as needed

### **Federal Aviation Administration (FAA) Grant Support**

- Assists with Federal Aviation Administration grant support requirements
- Assist 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

### **Business Operations Support**

- Supports the Airport leadership team and works with outside consultants or service providers as needed
- Prepares and delivers reports to the Manager of Finance and Administration and interacts as needed with the Friedman Memorial Airport Authority Board
- Coordinates and assists with various projects and department managers
- Assists in organizing and implementing conference presentations

### **Airport Security Support**

- Serve as an assistant to the Airport Security Manager, 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

### **Payroll and Benefits Support**

- Supports payroll, including payroll policies and procedures
- Supports employee benefits program, including coordination with vendors
- Maintains highest level of confidentiality and professionalism handling personnel issues

### **Marketing and Public Relations Support**

- Assist with updating and maintaining the Friedman Memorial Airport website
- Assist with the coordination of marketing campaigns
- Assists with coordinating, develop, and implementing airport communication plans
- Performs other work-related duties as needed

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Possesses knowledge of and experience with financial and operational analysis
- Has expertise in managing 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
- Thorough knowledge of an extensive body of federal, state, and local laws, 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.
- 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 as needed.
- Must have a valid Idaho Driver's License
- Must be able to obtain and maintain an airport security badge (SIDA)
- Must be able to pass a Criminal History Check, reference checks, and drug test

## JOB REQUIREMENTS

### Education and Work Experience:

#### *Administrative Coordinator I -*

- Associate's degree in business administration, financial management, accounting, or a similar field
- A minimum of two (2) years of experience performing general office administration, business financial and operational analysis, and human resources coordination
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

#### *Administrative Coordinator II -*

- Bachelor's degree in business administration, financial management, accounting, or a similar field
- A minimum of three (3) years of experience performing general office administration, business financial and operational analysis, and human resources coordination
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

#### *Administrative Coordinator III (Senior) -*

- Bachelor's degree in business administration, financial management, accounting, or a similar field
- A minimum of five (5) years of experience performing general office administration, business financial and operational analysis, and human resources coordination
- Any equivalent combination of education, experience and training which demonstrates the knowledge, skills, and abilities necessary to perform the work specified

### Language Skills:

- Effectively communicate in the written and spoken English language
- Read, analyze, and interpret communications from numerous departments as well as local and federal agencies
- Clearly and effectively articulate ideas and thoughts (verbally and in writing); actively listen; and facilitate public meetings
- 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:

- Ability to solve complex problems and deal with a variety of situational variables and scenarios within the limited scope of airport operations

- Prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions where limited guidance is provided

**Physical Abilities:**

- 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
- This position may require the employee to regularly stand, walk, sit, and drive
- This position will require the use of hands to finger, handle, or feel, reach with hands and arms, speak, and hear
- The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must be able to lift and/or carry up to 25 pounds
- 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 performed in an office environment where the physical demands require sitting for extended periods of time and 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
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- **Standard work schedule for this position is Monday through Thursday 8:00 am to 6:00 pm** but must be available 24/7 and 365 days per year, including holidays and weekends.

**DRUG FREE WORKPLACE**

In accordance with the Friedman Memorial Airports Drug Free Workplace Regulation, this position is designated as a safety sensitive position and is subject to testing requirement including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER**

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) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Employee may be asked to perform other duties as required or needed.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.