



POSITION TITLE: ADMINISTRATIVE ANALYST/BOARD SECRETARY

General Job Description:

Areas of responsibility include, but are not limited to, the daily completion of assigned customer service and administrative tasks, duties and responsibilities, under the direction of the Administration Manager. Will perform a variety of activities in analyzing, designing, and evaluating programs within the airport. May have responsibilities in coordinating administrative activities and performing other related work. Problem solving skills are required.

The ideal candidate is a customer-focused employee who provides various services to the users of the airport and maintains a high level of safety awareness at all times. He/she should be very skilled at collecting and analyzing data and be able to provide detailed reports. Should possess strong presentation abilities and public speaking skills. This individual will work with other employees to build teamwork, gain knowledge of the airport and FBO industry, and ensure that our customers' first and last impression of the airport will make them want to return.

Prerequisite Qualifications:

- Excellent people skills
- Proficient with computer programs: Windows, QuickBooks, Excel, and Word
- Previous secretarial/clerical and customer service experience preferred
- Excellent verbal and written communication skills
- Obtain/possess a valid California driver's license
- Must complete Customer Service, Safety & Security (CSSS) Training Course within one month of employment (District provided - currently NATA Safety 1st)
- Proof of identity and employment authorization

- Bondable

Essential Job Duties:

- Tracks insurance records and keeps all tenants' files updated
- Enters and updates information in airport lease management software program
- Maintains records of availability of hangars and tie-downs
- Maintains current registration of tenant vehicles
- Monitors tenant compliance with current insurance requirements
- Maintains tenant database
- Maintains airfield gate access software system
- Processes accounts receivable and payable
- Receives and responds to complaints
- Creates Invoices
- Produces detailed reports, and presents them publicly, as required, utilizing strong public speaking skills
- Performs complex research and analysis in support of special projects, and other standard department operations
- Plans, organizes and completes assignments from management staff with minimal supervision and direction
- Monitors and tracks project activities, including expenditure and revenue activity, and compliance reporting

General Responsibilities:

- Meets and greets customers upon entrance into the FBO
- Provides customers with professional service and assistance
- Builds friendly and professional relationships with customers and tenants
- Answers the telephones in a timely and professional manner
- Processes customer purchases and fuel transactions
- Works closely with maintenance personnel and pilots to ensure that the FBO has met all customer service needs
- Communicates fueling and other aircraft needs to maintenance personnel via radio
- Provides weather advisories and service requests on Unicom, as required
- Enforces security regulations
- Assists in keeping FBO facility clean and presentable at all times
- Orders and displays customer service amenities and souvenir items
- Maintains hangar, vehicle parking and storage unit waiting lists
- Reconciles fuel, and maintains a daily/monthly fuel log (sales, inventory, etc.)
- Prepares annual reports - San Bernardino County Assessor Aircraft Form

AH- 577-B - List of Aircraft and Aircraft Form AH-577-C - Occupant Listing Reports

- Maintains filing system
- Updates airport website and social media platforms
- Performs a variety of professional analytical work in support of administration
- Other duties as assigned

General Responsibilities: (as Board Secretary)

- Acts as Secretary to the Board of Directors
- Prepares agendas for the Regular and Special Board of Director meetings, workshops and committee meetings & posts them to the website and other locations, as required
- Prepares and posts minutes for the Board of Directors meetings
- Issues candidates' papers for Airport Board of Directors elections
- Provides orientation materials to new Directors
- Works closely with legal counsel to ensure all Board communications, resolutions, meetings and other activities are in compliance with applicable state and local laws
- Oversees and participates in Board records and supervises the recordation of documents; maintains files of all Board resolutions, motions and actions and ordinances. Records and documents the minutes
- Assists Directors with obtaining all relevant information needed to efficiently and effectively carry out their assigned duties
- File required documents with Registrar of Voters (Form 700, etc.)
- Tracks and ensures currency of all required documentation for Directors, General Manager and Board Secretary (AB 1234, AB 1825, etc.)

Reporting Relationship:

- Reports to the Administration Manager
- As Board Secretary, reports to General Manager and/or to Board President

Basic Work Hours and Benefit Package:

- 40-hour week, as scheduled, overtime may be necessary during adverse weather or natural emergencies, and hours may be unpredictable
- Must be able to work Saturdays, Sundays, and holidays when scheduled
- Employer contribution to medical, dental, vision, and life insurance
- CalPERS retirement
- Vacation and sick time
- Employer matched contributions to 457 Deferred Compensation Plan

Compensation Range:

- \$58,240- \$85,280 DOQ

Environmental Demands:

- Inside: Usually works indoors in a temperature-controlled environment

Physical Requirements:

- Must successfully pass pre-employment physical, background check, including drug testing paid for by the district