



The City of Morgantown

Jeff Mikorski, ICMA-CM

City Manager

389 SPRUCE STREET

MORGANTOWN, WEST VIRGINIA 26505

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www.morgantownwv.gov

Office of the City Manager

Position: Executive Secretary
Employee Type: Regular, Full-Time
Rate-of-Pay: \$16.94 per hour

Scope:

The Executive Secretary works under the supervision of the Airport Director and will have a vital role in sustaining exceptional client-service by providing secretarial, clerical, and administrative support and organizational structure in order to ensure that services are delivered and workflow completed in an effective and efficient manner. Maintains records to meet FAA, TSA, State and City standards. Assists the Airport Director by monitoring administrative, personnel, and financial requirements from the FAA, TSA, and City. Maintains confidentiality of all information.

Duties/Responsibilities:

- Serve as Receptionist to receive calls, electronic mail, and personal appearances by citizens and clients on specific policy procedures, services, and activities; respond to public inquiries; direct the general public and clients to the appropriate staff for services and technical assistance; and, receive, direct, and relay telephone, electronic mail, and facsimile messages.
- Provide organizational structure with emphasis on secretarial support including dictation, typing, preparation, and editing of letters, memorandums, electronic mail, tables, charts, graphs, ordinances, resolutions, forms, reports, presentations, etc.
- Maintain appointment calendar for Director; assist in the planning, gathering of information, and preparation of public and private meetings, conferences, and conference telephone calls; and notify meeting and conference participants.
- Encounter extensive contact with other departments and the general public on a daily basis; frequent contact with other agencies, news media, and State and Federal officials.
- Maintain an adequate inventory of supplies and equipment and requisition for supplies, maintenance and purchase of equipment, and services for the Department; prepare and maintain payroll documentation for the Department.
- Trains, maintains, and works as part of a twenty-four (24) hour a day operation to ensure the safety and security of all individuals and aircraft using the airport facilities.
- Maintains regular contact with airlines and other Airport tenants to discuss and plan matters such as service, facilities, difficulties, and future needs and requirements.
- Assists in establishing and maintaining an effective working relationship with Airport employees, other City employees, contractors, vendors, and the general public.

- Process monthly reports to include: landing weight report, enplanement report, airport traffic operations report
- Process other reports to include: PFC quarterly reports, DBE reports, Annual Financial Report
- Monthly invoicing, processing of purchase orders & receivings
- Process and record payments in spreadsheets
- Produce minutes for Airport Advisory Committee meetings
- Familiarization with airport operations
- Mail distribution
- Prepare bid packets and submit to Dominion Post
- Operate Advanced Key Gate System
- Process vending money
- Reimburse for advertising grant
- Process payroll
- Provide weekly enplanement and revenue numbers to FBO clerk
- Manage day to day office operation
- Problem solving skills
- Maintain professional attitude during high stress situations or emergency situations
- Customer service skills
- Compile pricing for uniforms and other requirements
- Maintain records to FAA & TSA standards
- Coordinate efforts and activities between the Airport and other departments, contractors, and vendors to ensure compliance with Federal Aviation Regulations and Airport rules and regulations. Assists in the preparation of minimum standards, airport operation directives, and airport leases.
- Supervises airport time accounting and preparation of payroll account vouchers for the Finance Department
- Presents a professional image and dresses appropriately as a representative of the City of Morgantown.
- Performs related work and other duties as needed or assigned by the Airport Director.

Equipment Used:

Equipment and tools used on a regular basis include personal computer, intercom system, telephone, two-way radio, calculator, and photocopier. Other equipment and tools may be used on an occasional basis.

External Contacts with Public and Officials:

Employee encounters contact with airline personnel, airport tenants and vendors, contractors, utilities, and the general public on a daily basis. Frequent contact is required in dealing with parts vendors, FAA officials, military personnel, and other City, State, and Federal government officials.

Physical Demands:

Daily operations may require the lifting of objects weighing as much as fifty (50) pounds.

Working Conditions:

The employee may encounter hazardous working conditions such as elevated workplaces, mechanical hazards, electrical hazards, fire hazards, contact with potentially hazardous chemicals, and hazards while supervising maintenance and repair on and around operational runways and aircraft. Employee may spend an average of one (1) to two (2) hours per day working out of doors. Daily conditions encountered may include noise, dirt, odors, dust, fumes, and vibration. Other conditions vary with seasons.

Supervision:

Employee works under the direct supervision of the Airport Director.

Qualifications:

1. Requires high school graduate plus a college education or comparable management, finance, and budget control experience enabling performance of daily activities.
2. Requires possession of a valid driver's license.

Desirable Qualifications:

1. College education plus comparable technical training, and at least two (2) years of airport operation or transportation management experience.