



## JOB DESCRIPTION

### Airport Specialist

**Date Prepared:** August, 2016

**SUMMARY:** Under general supervision, performs a variety of complex technical duties in the Economic Development Department.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include but are not limited to the following:*

- Provide responsible, professional, and technical assistance to the Director, or designee, in the analysis, implementation, and monitoring of departmental programs.
- Prepare federal and state grants; monitor, coordinate, and audit the daily operation of related contracts, agreements, proposals, and grant projects.
- Interpret and implement federal, state, and local regulations and guidelines of grant-funded projects.
- Make recommendations relating to studies and surveys.
- Make recommendations for changes to programs, contracts, and/or lease agreements.
- Prepare high profile projects and reports; author special correspondence and staff reports.
- Perform research and statistical analyses.
- Prepare budget recommendations relative to assigned area of responsibility, which includes researching past expenditures and projecting future budget increases.
- Track department expenditures for adherence to budgetary boundaries; compile monthly, quarterly, and yearly operations reports.
- Work with airport and purchasing staff to gather technical information to prepare requests for proposals for special projects and qualified contractor contracts.
- Schedule and attend job walks.
- Meet with City Attorney to discuss legal issues involving departmental projects.
- Provide responsible administrative staff assistance.
- Conduct analyses of department procedures and municipal policies.
- Review and report on program compliance with applicable laws, regulations, and ordinances.
- Attend various professional organization meetings, Committee meetings, department-related meetings, workshops and other regulatory meetings as a representative of the City.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Respond to complaints and requests for information from the public and City staff.

- May oversee the work of other clerical staff in the department.
- Other related duties, as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent, SUPPLEMENTED BY 60 college semester units in a related field AND four years of experience in Airport Operations.

### **Knowledge of:**

- Modern office practices of Airport operations and activities.
- City rules, procedures, policies, precedents, and functions.
- Office procedures and equipment, including computers and supporting word processing and database applications, specifically MUNIS.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Performing a variety of administrative duties in support of airport programs.
- Responding to inquiries and requests for information within established guidelines.
- Maintaining accurate and complete records and files.
- Maintaining accurate and efficient typing speed for successful job performance.
- Operating office equipment.
- Handling multiple priorities.
- Using patience, tact, and courtesy in dealing with the public.
- Working harmoniously with departmental personnel.
- Following verbal instructions with minimum supervision.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer Approval

\_\_\_\_\_  
Date