



JOB DESCRIPTION

Airport Specialist

Date Prepared: March, 2022

SUMMARY: Under the supervision of the Airport Business Analyst, assists in the administration of the Airport's finances. Collects or assists in the collection, organization, and analysis of data involved with Airport budget, purchasing, accounts payable, accounts receivable, prepares detailed research reports, and provides recommendations; and performs related work, as required.

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:*

- Maintain accurate project records, documents, and supporting material for and ensure their proper disposition.
- Provide responsible professional and technical assistance to the Director or designee in the analysis, implementation, and monitoring of departmental programs.
- Prepare and monitor annual operating budgets, conduct financial reporting, track and record department's asset records including acquisitions and disposals.
- Monitor and ensure timely compliance with regulatory matters and reporting requirements.
- Track department expenditures for adherence to budgetary boundaries.
- Prepare financial reports including, cash balances, fund balances, cash flow projections, and periodic or special reports required by other governmental agencies.
- Manage customer billing and collections.
- Prepare and enter journal entries.
- Verify accuracy of expenditures corrections and transfers.
- Perform purchasing functions in accordance with the Municipal Code.
- Prepare federal and state grants; monitor, coordinate, and audit the daily operation of related contracts, agreements, proposals, or grant projects.
- Monitor and coordinate the daily operation of related grant projects, perform administrative detail work, and submit reimbursement requests.
- Interpret and implement federal, state, and local regulations and guidelines on grant-funded projects.
- Review and report on program compliance with applicable laws, regulations, and ordinances.
- Assist department personnel with budget inquiries, proper expenditure coding, document preparation and other accounting related activities, as required.
- Prepare staff reports, agenda items, and resolutions.
- Draft special correspondence and assist in the design and production of technical information.
- Make recommendations for changes to programs, contracts, or lease agreements.
- Retrieve and prepare documents for response to public records requests.
- Maintain accurate project records, documents, and supporting material for and ensure their proper disposition.
- Conduct surveys, perform research and statistical analyses, as requested.
- Attend various professional organization meetings, committee meetings, department-related meetings, and workshops as a representative of the Airport.
- Conduct analyses of municipal policies involving organization, procedures, and services.
- Prepare highly visible projects and reports.

- Author special correspondence.
- Utilize computer software programs including MUNIS and other computer-based finance systems.
- May be assigned direct responsibility for the work of other clerical staff in the department.
- Perform other specialized duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from high school or GED equivalent, SUPPLEMENTED BY sixty college semester units with a major in business administration, or closely related field AND three years of advanced administrative and/or business activity performing complex specialized business duties; OR an equivalent combination of education, training, and experience.

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.

Knowledge of:

- Principles and practices of business administration and organization applicable to a local agency.
- Administrative techniques, including principles of organization, budgeting, and personnel administration.
- Statistical methods and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment.
- Technical and business writing skills with proper usage of English, vocabulary, spelling, punctuation and grammar.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information that complex and/or technical.
- Performing difficult and responsible administrative duties involving use of independent judgment, discretion, and confidentiality.
- Making routine arithmetical calculations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- 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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Work is performed on-site; telecommuting is not permitted. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. 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 must be willing to work an irregular schedule, which may include weekends or evenings.

Department Head Approval

Date

Human Resources Officer Approval

Date