



Job Description

<i>Title</i>	<i>Administrative Services Manager</i>
<i>Reports / Supervisor:</i>	<i>Airport Director</i>
<i>Status and Compensation:</i>	<i>Non-Exempt Full Time Range \$35,073.07 - \$59,624.23 (Depending upon education & experience)</i>
<i>Pay Grade</i>	<i>23</i>

GENERAL SUMMARY

Position is responsible for managing a number of functions within the Administrative Services Department of the Airport Commission of Forsyth County. Under the direction of the Airport Director, the position would assist in making the airport more competitive and other functions such as office management, human resources, accounts payable, accounts receivable, risk management support, tenant relations, and supervisor training. Duties also include overseeing the administrative office by answering calls and file management.

ESSENTIAL FUNCTIONS

- Develop and implement marketing strategies to ensure the Airport’s competitiveness.
- Assist Airport Director with recruiting new businesses and supporting existing tenants grow.
- Serve as an advocate and promoter for the Airport Commission, Forsyth County, and the City of Winston-Salem.
- Serve as the Human Resources liaison.
- Assist in processing accounts payable.
- Assist in covering administration office hours by receiving and screening visitors and telephone calls.
- Assist in financial record keeping as well as ensuring accounts receivable are collected and accounts payable are paid on time.
- Responds to requests for information and complaints from the public, refers the request or complaint to appropriate staff and/or takes or recommends action to resolve the issue.
- Develop and implement curriculum for internships.
- Types and/or drafts, formats, proofreads, edits and routes correspondence, memoranda, contracts, reports, agreements, amendments, agenda sheets, forms, fliers, bulletins, minutes and other documents ranging from routine to difficult.
- Assist Airport Director in complying with regulations relating the North Carolina Local Government Commission (LGC).
- Serve as notary to the Airport Commission of Forsyth County.

- Assist with grant administration.
- Update the property map with information regarding lease terms and maintenance obligations of the Airport Commission.
- Responsible for other duties and assumes other responsibilities as assigned by the Airport Director.

MINIMUM REQUIREMENTS

Graduation from high school or GED and four years of progressively responsible clerical/administrative/office management experience. A higher education level may be considered as a substitute for all or part of the experience requirement. Candidate must demonstrate ability to plan and organize, and show strong interpersonal and oral/written communication skills. Applicant must be able to read and interpret considerable amounts of literature in a small amount of time. Must have an intermediate working knowledge and experience using PC software for office functions including MS Word, Excel, and Outlook. Experience using QuickBooks is preferred. A valid North Carolina driver's license and the ability to maintain insurability under the Airport Commission's Vehicle Insurance Policy. Must become a NC Notary after being hired. Must possess a positive attitude and ability to work in a team environment.

PHYSICAL REQUIREMENTS

- Ability to lift or carry up to 25 pounds.
- Ability to type, sit, or stand for extended periods of time.
- Ability to hear and speak clearly, including while utilizing telecommunication devices such as office phones, intercoms and radios.
- Ability to handle multiple tasks in a fast paced office environment while meeting time requirements in the production of work.
- Effective detail orientation and visual evaluation ability.

PHYSICAL REQUIREMENTS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly interrupted while performing tasks. The employee is exposed to toxic or caustic chemicals, outside weather conditions, explosives, and vibration, fumes, and airborne particles.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

I received a copy of the job description for the Administrative Services Manager.

Printed Name and Date

Signature