



SENIOR EXECUTIVE ASSISTANT

Department: Aviation
Unit: 2070
Level: 5, Non-Exempt

Supervisor's Title: Deputy Director,
Airport Facilities, Assistant Director,
Facilities Services, Assistant Director,
Technical Services and Assistant Director,
Facilities Operations
Supervises: Interns

Purpose: Coordinates activities and provides projects/administrative support to the Aviation Facilities Department to ensure efficient operation within the unit.

ESSENTIAL JOB RESPONSIBILITIES

Manages the day-to-day administrative responsibilities for the Deputy Director, Airport Facilities and staff.

- Coordinates the daily schedules and resolves scheduling conflicts for the Deputy Director, Airport Facilities. Assistant Director, Facilities Services, Assistant Director, Technical Services, Assistant Director, Facilities Operations and other departmental administrative staff.
- Prepares, coordinates, and maintains custody of confidential documents.
- Tracks correspondence through daily coordination with Facilities Senior Staff.
- Acts as primary liaison between Facilities Senior Staff and Massport's inside and outside counsel pertaining to all legal cases.
- Acts as liaison between the Deputy Director of Airport Facilities and Massport personnel and ensures that information is communicated to all appropriate staff
- Responds to department priorities, processes information, completes documentation, maintains files and monitors status of ongoing projects.
- Ensures the development and production of documents related to the daily work requirements of the Deputy Director. Aviation Facilities.
- Distributes, reviews and compiles data for the Aviation Facilities Department.
- Orders and distributes supplies, uniforms, and tracks inventory.
- Drafts letters and memoranda.
- Processes records and forwards payroll hours for the Aviation Facilities unit, including but not limited to; overtime and absenteeism, administrative hours, union hours and hours related to special projects.
- Prepares Union employee time and attendance reports.
- Prepares hearing letters for attendance and other disciplinary matters.
- Coordinate and attend bi-weekly staff meetings with unit Managers.
- Coordinate and attend Monthly senior staff meetings, provide reports and track action items for timely completion.

- Coordinate and attend monthly Safety meetings. Distributes minutes to appropriate Department heads and follows up on all open Safety items.
- Responsible for the coordination of all Administrative Assistants within Aviation Facilities.
- Responsible for the oversight of TAS/Kronos for all Aviation facilities. Including but not limited to monitoring the movement OT, verifying account codes, and making sure schedules reflect actual hours worked.

Coordinates the operating budget for the Aviation Facilities Department.

- Prepares e-Pro Purchase Order Requisitions to obtain a Purchase Order number for payment of invoices.
- Processes, transfers and tracks available funds for each vendor, prepares a monthly budget spreadsheet to track funds transferred, expenditures, and current balances.
- Administers various supply and service contracts.
- Collects budget requests from department personnel and formats information in accordance with the Aviation Administration and Development Unit.
- Reviews monthly reports and reviews budget requests and status with the unit managers.
- Maintains central records for operating budgets, capital budgets, and revenue controls for departments.
- Maintains computer maintenance database for the Facilities Department.

Supervises any interns or temporary clerical employees.

- Plans and conducts or arranges for orientation and training of intern and/or temporary clerical employee.
- Monitors work assignments and oversees progress.
- Completes performance evaluations.

Performs administrative duties for the Aviation Facilities Department.

- Types/word processes correspondence and reports for department and various personnel.
- Schedules meetings and reserves conference rooms daily.
- Receives, screens and sorts mail.
- Answers and screens telephone calls.
- Maintains and updates department filing systems.
- Handles travel arrangements and registration for Facilities Senior staff for external events for the Aviation Facilities department, completes all necessary forms and tracks expenses.
- Perform photocopying and faxing functions as needed.
- Transmits and receives faxes.
- Prepares spreadsheets for various project management, invoicing and contract needs.

Manages the functions of the Snow Command Center.

- Monitors Airfield and Street Side frequencies.
- Logs all snow removal related activities.
- Dispatches labor, equipment and materials to appropriate snow removal teams.
- Tracks equipment downtime and provides status to Facilities Senior Staff.
- Coordinates team meals to ensure seamless transitions
- Provides snow recap for all units to track critical functions and provide regulatory information.
- Monitor chemical usage: runway deicer, sand, salt, solid potassium acetate. Orders are deemed necessary.
- Airport Facilities Authorized Signatory for the E - Badge System

Prepare renewal/New SIDA applications the Airport Facilities Department

- Audit all badges semi-annually for the Security Badge Office
- Audit all Custom's Seals Quarterly for US Customs
- Monitor employees' licenses to ensure they are current in the system.
- Monitor employees to assure completion of Movement Training annually.
- Authorized review/approver for expenditures under \$5K
- Monitor PeopleSoft and approve invoices under \$5K

Administers Request for Proposals Process.

- Handles inquiries, maintains call-in bidders list. coordinates mailing, places ads, attends pre-bid conferences, and takes meeting minutes.

Coordinates Department's submittal and presentation process to the appropriate MPA Committee and Board of Directors monthly.

- Organizes monthly submittals to Board including the monthly report, meeting all deadlines.
- Works with various Massport department staff and consultant staff to ensure complete materials for presentation.
- Coordinates communication between the department's staff and other MPA department staff.

Provides additional office support to the unit as needed.

Works on, researches, and completes other projects as assigned.

Responds to snow emergencies.

Attends and assists staff at special airport events which may occur outside of regularly scheduled hours.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Associates Degree or equivalent professional experience required.

Experience

3 - 5 years administrative experience in a business environment required.

SKILLS AND COMPETENCIES

- 60-80 WPM typing
- Working knowledge of word processing, spreadsheet and database applications.
- Ability to pass a Massport controlled substances test and background security checks.

WORKING CONDITIONS

Environmental Parameters: Ability to work in an office within an airport environment with conditions that may include: fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65-100. Ability to travel to all Massport facilities as needed.

Physical Demands:

- a) **Strength:** Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move an object.
- b) **Type:** Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files. Work involves sitting most of the time, but may involve walking or standing for brief periods of time. Expressing or exchanging ideas by means of spoken word.

WORK SCHEDULE: Ability to work a 37.5 hour work week. Ability to work additional hours as workload demands.

EQUIPMENT USED: computer, printer, telephone, fax, photocopier, calculator, and other MPA equipment.