



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Infrastructure	Airport Administrative Assistant	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
33-7762	Inuvik	Airports/Beaufort Delta

## **PURPOSE OF THE POSITION**

Reporting to the Regional Airport Manager, the Airport Administrative Assistant provides airport clerical, secretarial and administrative services, manages the airport's financial tasks, administers the airports personnel services, administers the airports Computerized Maintenance Management System and work order activity, operates a personnel computer and performs various other general office duties and airport support duties.

## **SCOPE**

Located in Inuvik and reporting to the Regional Airport Manager, this position will support the Regional Airport Manager, the Assistant Airport Manager and the Operations and Maintenance section as required. The position also supports Emergency Response activities. The work of this unit requires that team members work together in functional reporting relationships. There is 9 staff working at the Inuvik Mike Zubko Airport.

The Airport Administrative Assistant is responsible for all activities associated with expenditures and revenue for the 7 Inuvik Region airports. Other duties include attending to the needs of the public, either in person, by e-mail or on the phone; maintaining inventory records of assets; maintaining files and records as per Government of Northwest Territories (GNWT) records guidelines; being familiar with various computer programs to support document requirements and performs various other duties.

The Airport Administrative Assistant is responsible for data entry and revenue collection I reconciliation as set out in the *Financial Administration Act*. This position is responsible for ensuring that the Airport's responsibilities involved in supporting the financial processes of the Finance Shared Service (FSS) are satisfied. This position has a \$5,000 spending or

expenditure officer authority and Full/Unlimited Revenue Officer Authority for the Inuvik Airport Operations division.

The Airport Administrative Assistant is required to perform a daily duty run to the town site for mail, financial tasks and purchasing requirements.

## **RESPONSIBILITIES**

### **1. Provides Airport Administration Services.**

- Providing telephone and reception duties, managing airport mail, maintaining records and documents, recording minutes of various meetings, operating the airport lost and found, maintaining the airport key register and associated duties and making travel and accommodation arrangements for airport staff.
- Preparing routine forms, correspondence, messages and reports for the Regional Airport Manager's signature.
- Assisting the airport management staff with the Airside Vehicle Operator Permit (AVOP) Program by maintaining records, administering tests, preparing permits and assisting with the application process.
- Perform a daily duty run to the town site for picking up internal and external mail, purchasing supplies, distributing documents to the Regional Office and the FSS and various minor tasks in support of Airport operations.
- Monitors and prepares Attendance Reporting Registers for the Inuvik Mike Zubko Airport.
- Initiates the purchase of office supplies and materials and acts as a receiver of goods delivered to the Airport office.

### **2. Provides Airport Financial Services.**

- Administer airport financial services by maintaining expenditure, commitment and accrual records.
- Preparing purchase and revenue documents including landing fees, general terminal fees, parking fees and aircraft and vehicle plug-in fees, reconciling revenue and purchasing statements, auditing and certifying payment of accounts and ensuring amounts claimed are in accordance with entitlements.
- Process VISA transaction reports including running reports, preparing VISA logs, verifying coding, data entry and requesting journals to correct coding.
- Maintain, reconcile and replenish airport site petty cash fund.
- Preparing requests for invoices for all Commercial Development lease and license revenue and making contact with Lease and License holders who are in arrears.
- Preparing and making bank deposits.
- Reviewing all documents distributed by FSS for accuracy and making required corrections, liaises with regional financial staff and FSS Staff in the Inuvik office to discuss discrepancies and verification.

### **3. Provides Commercial Development Services.**

- Assist in lease/license preparation and ensuring site records regarding legal documents are current by amending them when necessary.
- Prepares License renewal within delegation of authority limits.
- Maintain Lease and License files in an up to date status, including payments.

### **4. Provide Airport Operational Services.**

- Administers the Airport's material management activity by maintaining records on suppliers, contracts and standing offer agreements, ensuring purchase documents are properly authorized and contacting suppliers as necessary.
- Maintaining site inventory records for asset purchases, surpluses or transfers, annually verifying assets against the records.
- Prepare Emergency Coordination Center for use during emergencies and coordinating use of conference room for all other users.
- Assist in Emergency Response situations, completing accurate notes, making telephone calls, recording times of predetermined tasks, assisting with security, and submitting reports.
- Manage paid public parking by scheduling energy activation, receipting fees, and confirming energy activation.
- Occasional travel to communities to assist airport management in duties may be required.

## **WORKING CONDITIONS**

### **Physical Demands**

Physical effort is minimal but is required at times when dealing with boxed files and material purchases and deliveries

### **Environmental Conditions**

Work is performed in a general office environment.

There is a high demand to meet specific deadlines and to change priorities on short notice. Intensity of workloads varies greatly on a day-to-day basis.

Face to face contact with the public is frequent and can be confrontational and stressful in nature if there is disagreement with government policies, procedures or legislation. Dissatisfaction by the public sometimes results in political involvement.

### **Sensory Demands**

Work requires extensive use of a computer and keyboard, and extensive numbers of reports that may result in eyestrain or strain to wrists, hands neck and back. Travelling on small aircraft requires special adjustment to the environment.

## **Mental Demands**

Continuous mental effort and concentration is required to deal with the daily issues associated with needing to effectively prioritize deadlines within a busy work environment, interacting with other airport staff and the general public.

Stress can be great when confronted with emergency situations that must be resolved quickly.

Discretion, diplomacy and tact are required in face-to-face dealings with the public or clients, even though other issues may be competing for undivided attention.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of computer programs such as word processing, financial spreadsheets, internal financial programs, internal Human Resource programs, inventory management, aircraft registers and electronic mail, are required to perform the duties of the Airport Administrative Assistant's position.
- Knowledge of office equipment operation, such as a fax machine, photocopier and various printers is necessary.
- Ability to interact with the public, in a courteous, prompt manner is essential in dealing with day- to-day business.
- Ability to locate information from financial manuals, acts and regulations, is also required.
- A class 5 driver's license is required to perform daily mail and purchasing requirements.

## **Typically, the above qualifications would be attained by:**

- Completion of Grade 10.
- 1 - 2 years' experience in an office environment.
- Class 5 driver's license.

## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

### **Aboriginal language:** Choose a language

- Required
- Preferred