KENTON COUNTY AIRPORT BOARD
invites applications for the position of:

Department Assistant – Rotating Assignments

CLOSING DATE: Open until filled

CLASS SUMMARY:
This is a “pool” position designed to provide support to multiple departments as well as the front desk.

ESSENTIAL DUTIES:
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

General Administrative Duties.

- Answers multi-line telephone and/or receives visitors. Takes messages and responds to calls/inquiries of limited to moderate complexity; refers calls to appropriate persons. Provides coverage for receptionist on as needed basis.
- Receives, sorts and posts mail. Receives, prepares and tracks packages. Maintains postage machine, including requisitioning supplies and postage.
- Schedules and maintains calendar of appointments, meetings, and travel itineraries. Handles all aspects of related arrangements. Prepares agendas and takes meeting minutes.
- Prepares a variety of correspondence, some of which may be non-routine, complex, and/or confidential in nature. Selects appropriate design and format to present work in a professional manner. Examples include, but are not limited to, letters, memos, reports, quotes, etc.
- Establishes and maintains filing systems (computer and hard copy).
- Initiates requisitions through computer driven purchasing system. Tracks requisitions, contract payments, and general contract/payments processing.
- May assist with projects.
- Performs other duties of a similar nature and level as assigned.

Essential Duties Specific to Supporting Various Departments.

- Acts as the first point of contact between anyone requesting to meet with Management by answering, screening phone calls, taking detailed message, providing written correspondence and answering emails.
- Assist in preparation of agreements and routing of agreements for signature.
- Performs duties as required of department records officer.
- Maintains and submits on a timely basis the weekly department update report to the CEO.
- Assists with the preparation and submittal of Board reports and documents.

TRAINING AND EXPERIENCE:
High School Diploma or GED and three years or related work experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.

Interested candidates can obtain more information and apply at www.cvgairport.com/jobs.

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