



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

This position is being recruited for now in anticipation of the retirement of the current Airport Administrative Manager in August 2008

POSITION: Administrative Manager
Airport

This is a full-time, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Provides a variety of routine and complex clerical, administrative, and technical work in the administration of the City of Redmond Airport (Roberts Field).

Training Process:

The selected candidate will participate in training with the current Administrative Manager starting November 2007 (or date of hire) and concluding August 2008. During the training period the selected candidate will have the position of Airport Office Assistant II. Upon successful completion of the 9 month training period the candidate will receive the Administrative Manager's salary grade and title.

MONTHLY SALARY GRADE:

**Airport Office Assistant II-
Non-Exempt Grade 9: \$2757 – \$3389**

**Administrative Manager-
Exempt Grade 16: \$3879 – \$4769**

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and two years of college courses; or four years experience as an executive assistant; or any combination of experience and education. Candidate must be highly proficient in Microsoft Office Suite, in addition to current/previous experience in accounting, budgeting, or project management.

Desirable Requirements:

Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field, and four (4) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record as this position requires use of City vehicles.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
Phone: (541) 548-8196 x324
2158 SE College Loop, Suite B
Fax: (541)548-6379
Redmond, OR 97756
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must be received by the above Employment Office **no later than 5:00 PM, Friday, October 12, 2007.** Faxes are acceptable if received by the deadline and are complete.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening, a thorough criminal history investigation, and an FBI background check.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Administrative Manager
DEPARTMENT: Airport
FLSA STATUS: Exempt
SALARY GRADE: Grade 16
EMPLOYEE GROUP: Management / Non-Represented

PURPOSE OF POSITION:

Provides a variety of routine and complex clerical, administrative, and technical work in the administration of the City of Redmond Airport (Roberts Field).

ESSENTIAL JOB FUNCTIONS:

Coordinates the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Provides support to Airport Manager and Airport Operations Manager.

Performs project management; including but not limited to maintaining project expenditure and revenue spreadsheets; purchase orders; review of contractor applications for payment; reimbursement requests with grant authority as required; progress reports; and project close out documents.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests; monitors monthly budget reports for accuracy; prepares accounts payable vouchers; prepares miscellaneous invoices.

Evaluates work procedures, schedules, and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Oversees and directs subordinates in performing duties; adjusts errors and complaints.

Prepares presentations, staff reports, resolutions, ordinances, contracts, administrative policies, requests for proposals, bids, and qualifications, etc. as assigned.

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Maintains Airport DBE Concession Plan, Airport DBE Contract Program, Airport FAA ADA Program, and the Passenger Facility Charge application process; processes annual FAA Financial report; prepares annual rates & charges.

Manages parking system, including but not limited to internal management of parking lot revenue control system; daily receipt and audit of credit card transactions; audit of daily cash transactions; daily and monthly reconciliation. Oversee parking lot management contract with private parking contractor to ensure excellent customer service, proper cash receipting policies and security of all parking revenue; review and provide management oversight to maintenance of the revenue control system.

Researches grant programs; prepares grant applications.

Develops notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services; maintains Airport website.

Manages assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Communicates official plans, policies and procedures to staff and the general public; makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned.

Attend seminars and workshops related to Airport duties and responsibilities.

Prepares correspondence; make reservations and travel arrangements for meetings, seminars, and conventions.

Serves as a member of oral interview panels for employee selection.

Performs related work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school diploma or equivalent and two years of college courses; or four years experience as an executive assistant; or any combination of experience and education. Candidate must be highly proficient in Microsoft Office Suite, in addition to current/previous experience in accounting, budgeting, or project management.

Desirable Requirements:

Graduation from a college or university with a bachelor's degree in public administration, political science, business management, or a closely related field, and four (4) years of related experience; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

Working knowledge of the principles and practices of modern public administration and business principles; Working knowledge of modern records management techniques; Ability to follow and interpret policies and procedures; Skill in operation of listed tools and equipment; Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record as this position requires use of City vehicles.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Airport Manager who holds the employee accountable for work performed.

SUPERVISORY RESPONSIBILITIES:

Oversees supervision of clerical, temporary or other staff, as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, two way radio, copy machine, fax machine and postage machine. This position requires use of City vehicles.

WORK ENVIRONMENT:

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 job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Carrie Novick
Airport Manager

February 1, 2007
Date

Sharon Harris
Human Resources Director

ADOPTED: March 23, 1999
REVISED: July 1, 2002, February 1, 2007,
August 22, 2007; August 28, 2007