

Executive Assistant/Board Secretary



GENERAL SUMMARY

Under the supervision of the President & CEO, the Executive Assistant/Board Secretary provides high level administrative service which includes the following:

ESSENTIAL FUNCTIONS

1. Board Secretary
 - Serve as Secretary to the CRAA Board of Directors. This is a non-voting position that provides administrative support to the Board. Responsibilities include taking and publishing Committee and Board meeting minutes, signing approved resolutions, ensuring compliance with public meeting requirements, and maintaining historical records of the board.
 - Coordinate CRAA Board meetings, including scheduling, preparation and distribution of board packets, airport stats and meeting room setup.

2. Executive Assistant
 - Coordinate all travel arrangements for approved training and business travel, including registration, lodging, transportation, and airfare in the most economical manner.
 - Answer phones, coordinate response to customer complaints, distribute mail, schedule meetings and coordinate calendars as needed.
 - Schedule and coordinate setup of conference rooms for tenants or external groups.
 - Assist with FOIA requests.
 - Order and maintain inventory of office and breakroom supplies.
 - Manage and maintain central paper and electronic file systems.
 - Oversee office automation hardware (postage meter, printers, copiers, desk phones)
 - Maintain various master lists.
 - Assist with planning and executing Authority-sponsored community events, luncheons, tours and tailgates.
 - Manage the CRAA Volunteer program.
 - Edit, proofread, and compile presentations, letters, manuals, and reports.
 - Assist with maintaining insurance policies and vehicle titles.

3. HR/Accounting
 - Assist with processing payroll in coordination with the Financial/Accounting Analyst.
 - Perform bank reconciliations and log checks/cash received
 - Assist with invoice processing in accounting software.
 - Assist with maintaining the Administrative Procedures manual.

4. Information Technology
 - Serve as Liaison/coordinator between CRAA and its information technology (IT) consultants.
 - Assist in the troubleshooting of IT and phone related issues. Maintain computer hardware inventory, CRAA cellphones, network security groups, Tech Refresh planning and domain names.
 - Manage Fuel Master and Iparc (parking pass) programs.
 - Assist in the content management of the CRAA website (flylansing.com), Flight Information Display Screens (Media Manager), Bright Sign displays, Airport Voice (recorded announcements) and Airport Vision (flight schedules).

OTHER FUNCTIONS

This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

EMPLOYMENT QUALIFICATIONS

Education:

- High School Diploma or General Educational Development (GED) equivalent
- Business school, associate degree or equivalent is a plus

Experience:

- Minimum of three (3) years' experience in office and administrative procedures
- Background as an executive or administrative assistant preferred
- Minimum 1 year of experience with ADP or similar payroll system.

Other Requirements:

- Handle sensitive and confidential information.
- Must possess the ability to put forth a good image of the office and the Airport to the public.
- Currently or willing to become a Notary.
- Operate standard office equipment
- Proficient in MS Word, Excel, Power Point, SharePoint and the Internet
- Good command of spoken and written English. Bilingual is a plus.
- Ability to work independently.
- Frequently lifts, carry and moves items weighing up to 25 pounds.

COMPENSATION

The Administrative Manager/Board Secretary is an exempt position with a pay range of approximately \$50,000 to \$69,046 annually and a comprehensive benefit package offering:

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|------------------------------------|----------------------------------|------------------------------|
| • BCN Health Insurance | • Dental Insurance | • Vision Insurance |
| • Life Insurance | • Short and Long-Term Disability | • Flexible Spending Accounts |
| • Paid Time Off | • Health Care Savings Plan | • MERS Retirement Program |
| • Deferred Compensation (457) Plan | • | • |

HOW TO APPLY

Please apply via Indeed at <https://www.indeed.com/job/executive-assistantboard-secretary-91e26f7c4bfc9c00>.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Employee Signature and Date: _____

Supervisor Signature and Date: _____