Position Title: Administrative Assistant I
Salary Band: RJ

JOB OVERVIEW

Performs various complex administrative/secretarial duties under general supervision, supporting a divisional manager or senior divisional manager and other professional staff of a large division of a company function or operation. May supervise subordinate administrative/clerical staff. As needed, one Administrative Assistant I level position may be authorized to support each divisional manager or senior divisional manager.

POSITION DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Performs various complex administrative, secretarial, and confidential functions and duties supporting a divisional manager or senior divisional manager, and other professional staff.
- Composes, proofreads and edits correspondence, memos, spreadsheets, minutes, logs, and reports in final form, for approval or signature of divisional manager or senior divisional manager.
- Reviews and distributes for the divisional manager or senior divisional manager, detailed incoming and outgoing mail, electronic mail, correspondence, and statements.
- Schedules, coordinates and prepares meetings, meeting materials/handouts, appointments and conferences for divisional manager or senior divisional manager.
- Accesses and secures restricted, sensitive and confidential records or information.
- Researches and responds to requests for information and assistance, and determines priority status and refers to divisional manager or senior divisional manager, or other professional staff, as needed.
- Plans, organizes and coordinates division wide activities required by divisional manager or senior divisional manager, and other professional staff.
- May provide guidance and training, and review the work of others to ensure accuracy, completion and timeliness; may supervise lower level administrative/clerical staff.
- May take and transcribe dictation, verbally or from electronic sources; may take department meeting minutes for divisional manager or senior divisional manager.
- Performs other related duties as required.

This classification description is not intended to be, nor should it be construed as, an all inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.

MINIMUM QUALIFICATIONS

An Associate's degree in Office Administration; and Two years of administrative/secretarial experience.

Or

An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

JOB SPECIFIC COMPETENCIES

- Knowledge of procedures, policies, and rules of assigned division or unit.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist the division manager, senior division manager, or other professional staff.
- Skill in the use of computers, computer related software or programs, local networks, databases and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive and confidential information.
- Ability to serve the public and represent the County with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative/clerical staff.

CORE VALUES

- ***Safety*** - Extending beyond our proactive approach to maintaining a secure facility for guests, our commitment to safety acknowledges the sense of security and peace of mind that comes from providing a warm and comfortable environment.
- ***Service*** - We are committed to the highest levels of guest quality and service. Tampa International Airport team members take great pride in delivering top-notch experiences that are helpful, welcoming and friendly. Our minimum standard is excellence in all we do.
- ***Community*** - As the gateway to the west coast of Florida, we serve communities and businesses throughout the region. Through our initiatives, we bring regional interests and organizations together to build a stronger Tampa Bay. As a good neighbor and community partner, we are committed to providing opportunities and making responsible choices that benefit our region.
- ***Growth*** - We are committed to building a sound financial position that cements our ability to be best in class for years to come. Our economic strength comes from a sensible and dynamic approach to growth. We will ensure that as the Tampa Bay region grows their airport is scaled to meet rapidly changing needs.
- ***Innovation*** - We are imaginative and forward-thinking. Dedicated to evolving both form and function through technological advancement, improved processes, and operational efficiency; while remaining true to our guests' desire for simplicity, organization and convenience.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

POSITION OVERVIEW

Under the supervision of the Senior Manager, Employee Relations and Talent Acquisition, the Human Resources Administrative Coordinator will function as an administrative support resource and cooperative Human Resources team member providing the best customer service, with specific knowledge in the administration activities of the Human Resources department. The main responsibility of the Human Resources Administrative Coordinator is to provide information to employees regarding policies and procedures, providing general support to the Director of HR and the HR staff, and maintaining electronic records of personnel actions in the Authority's HRIS database.

POSITION ACCOUNTABILITIES

Note: *The following position responsibilities are illustrative and not exhaustive. The position description is not intended to be, nor should it be construed as, an all-inclusive list of the duties associated with the position. Management may require incumbents to perform job duties other than those contained in this document at any time. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.*

- Provides overall administrative support to the Human Resources department, including processing documents, records requests and maintenance of physical and electronic personnel records.
- Responds to employee questions about human resources policies and procedures and refers more complex questions to Senior Manager as needed.
- Supports Talent Acquisition Team with scheduling interviews, handling reference checks and tracking personnel changes.
- Provides administrative support to Human Resources activities and programs such as compensation, benefits and training.
- Assists with projects such as: annual Human Resources events, employee communications and Authority-wide meetings.
- Provides overall administrative support to the Human Resources department, including maintaining and processing documentation and maintenance of personnel records.
- Compiles and prepares data for statistical reporting.
- Input, review, and format data for entry into the HRIS system which impact data maintenance, including mass updates.
- May assist in maintenance, troubleshooting and design of HRIS upgrade and other human resources computer applications and systems.
- Processes requisitions, purchase orders and invoices for Human Resources department.
- Provides written and verbal employment verifications.
- Maintains discretion in matters of confidentiality.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year degree granting college or university with a degree in Business Management, Business Administration, Public Administration, or Social or Behavioral Science or an equivalent combination of education, training and experience that would reasonably be expected to provide the job specific competencies noted below.

The ideal candidate will have 3 to 5 years of HR administration experience and knowledge of Oracle E-Business Suite. Possession of a Professional in Human Resources (PHR) or SHRM-CP certification is desirable.

JOB COMPETENCIES

- Knowledge of the principles and practices of human resources administration.
- Knowledge of human resources processes and transactions
- Knowledge of Federal, State, and local laws and regulations affecting human resources management.
- Ability to conduct research, collect and interpret data and compile statistical reports.
- Ability to interpret and apply human resources rules, regulations, and laws.
- Ability to schedule, coordinate recruiting activities.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Advanced level of skill set using Microsoft office products such as Outlook, Word, Excel and PowerPoint.

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