

Coos County Airport District Office Manager

The Coos County Airport District (“CCAD”) is seeking qualified candidates for an Office Manager position. The CCAD is looking for an individual with demonstrated experience in performing duties associated with administrative functions, implementation of Grants and other financial operations, lease management, and human resources. The CCAD is willing to train candidates if they possess some of the skills required and are motivated to learn.

Essential job functions include:

- Perform a wide variety of administrative duties to support leadership, including but not limited to monitoring budget expenditures, reviewing, and preparing requests for payment and conducting research.
- Create and review agenda items on staff reports for board meetings; attend board and other meetings; take notes and transcribe minutes; follow-up and track action items; coordinate and arrange meetings with external stakeholders including elected officials.
- Answer the telephone and emails and respond to requests for information from officials, the public, and others.
- Prepare technical documents and reports; draft memoranda, correspondence, PowerPoint presentations; ensure materials, reports, and documents for signature are accurate and complete.
- Prepare travel and training requests; coordinate travel and other arrangements for conferences and business trips; compile and submit expense reports.
- Assist with the financial operations of the CCAD, including working directly with the independent auditor in the conduct of annual audits; federal grants administration; maintaining tracking system for tenant leases; preparing and distributing the Board of Commissioners monthly reports.
- Prepare and submit grant applications to FAA or other state and federal agencies, and develop, implement, and enforce grant procedures and guidelines to ensure all federal fund expenditures remain in compliance with grant assurances, terms, and conditions. Coordinate with FAA or other grant requirements and communications with Executive Director and Board Commissioners during all stages of project delivery. Manage internal controls and checks and balances to ensure compliance before, during, and after project construction and monitor all payments and reimbursements.
- Required knowledge and skills include executive and administrative planning, management and control; grants management, auditing and accounting, human resource management; marketing, public relations, and media relations; interpreting FAA rules and regulations.

- Provide professional administrative support to the CCAD Property Manager by maintaining accurate records, managing document workflows, generating reports, and assisting with project and lease administration. Duties include maintaining records and reports regarding tenant agreements, certificates of insurance, consultant contracts, construction contracts, project specifications, and grant compliance documents.
- Manage employee personnel files, employee benefits, training and development, etc.
- And other duties as assigned.

Competencies

- **Communication:** Proficiently exchange information through various avenues including verbal, digital, and in writing, with staff, vendors and Board Commissioners.
- **Judgement & Decision Making:** Ability to use appropriate judgement and confidentiality when conducting CCAD business.
- **Time Management & Coordination:** Ability to prioritize rapidly moving deadlines and various tasks to meet the CCAD needs and manage personal workflow.
- **Leveraging Technology:** Proficient in computer systems, word processing, database management and other software.

Required Education, Training and Experience:

- Graduation from a four-year college or university with a major in business management, project management, finance/accounting, public or business administration, or a related field.
- Two years related work experience and/or training in an administrative environment.
- Equivalent combination of training and experience.

Experience with federal and state regulation interpretation and compliance is preferred but not required.

Depending on experience and qualifications, hiring range is \$50,000 - \$60,000 (negotiable).

Work/life balance, 12 paid holidays a year, competitive benefits packages, annual Cost of Living Adjustments and performance pay increases.

Interested candidates should send resumes to:

Coos County Airport District
 1100 Airport Lane
 North Bend OR, 97459
 info@flyoth.com

Position will remain open until filled.

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