

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**DUTIES** Serves as Administrative Assistant to the Vice President and General Counsel (Vice President), Office of General Counsel (Office), Metropolitan Washington Airports Authority (Airports Authority) and Office staff in carrying out the day-to-day functions of the Office. The Office has extensive internal procedures and reporting systems, high visibility within the community and airport industry, and criticality to the mission of the Airports Authority. The work requires substantial knowledge of the programs of the Office, of the responsibilities, goals, priorities, policies, commitments and preferences of the Vice President, and of Airports Authority administrative procedures, altogether to provide principal secretarial and administrative support at the highest level. Performs related functions.

The work situation requires an understanding of Office's responsibilities for legal issues involving Airports Authority-wide programs and the coordination with various organizational entities including outside counsel. The Vice President and General Counsel is the principal executive advisor to the President and Chief Executive Officer and the Airports Authority's Board of Directors on the Airports Authority's legal aspects of business decisions, claims against the Airports Authority, policies, aviation legal questions, and other matters involving torts and contracts.

--Screens telephone calls and receives visitors to the Office; independently answers routine questions and responds to requests for information concerning Office functions. Personally prepares responses from source material. Anticipates need for information and systematically prepares or provides it so that it is available when needed. In absence of the Vice President and in cases that would normally receive his/her personal attention, assumes responsibility for ensuring that requests for information or action are made known to other staff member(s) who can respond to the requests. Follows up on required actions and keeps Vice President, Deputy General Counsel, or the appropriate Associate General Counsel informed of their status.

-Controls the Vice President's and staff's automated calendars and reminds them of appointments. Sets up, reschedules, or declines appointments, accepts or declines invitations to meetings, and arranges for representation by a subordinate (all consistent with guidelines) by using initiative, discretion, and substantive knowledge of the programs of the Office and of the goals, priorities, policies, commitments and preferences of the Vice President and functions of staff members. Sets up meetings with internal and external parties, as requested; notifies invitees of date, time, location and purpose; ensures they have necessary background information or documentation covering meeting topic(s); and arranges for location and any special equipment or items that may be needed. Compiles schedule information from staff members and prepares a consolidated monthly calendar for due dates of time sensitive reports and projects. Reminds staff members of appointments and commitments, as necessary. May attend selected meetings, take notes, and prepare and distribute minutes summarizing meeting highlights.

--Opens, sorts and distributes Office mail ensuring items of priority are directed to appropriate principal and staff member for follow-up and response. Monitors correspondence for timely response and assists as appropriate. Sets up control or suspense logs to monitor timely response

to correspondence or matters needing follow up information or action; follows up with staff, as necessary, to ensure timely submission of information for organizational compliance and reports. May assist by drafting response correspondence for staff on a case-by-case basis.

--Maintains the Office's law library by ordering and filing books, and updating the cataloguing system. Files documents with the courts.

--Determines files required to meet the needs of the Vice President and staff. Analyzes content of documents, establishes new subject matter or special project files, and establishes new filing systems as necessary. Maintains and files office documents such as the monthly statistics reports, Federal Transportation Administration (FTA) and Office of Inspector General (OIG) materials, monthly reports to the President and Chief Executive Officer (CEO, staff meeting materials, and other files, as assigned. May arrange for off-site storage. May enlist the help of Livelink or IT technicians/administrators for assistance in electronic file maintenance and issues as they arise. Uploads and removes in a timely manner date-sensitive electronic files. May serve as the "Named Author" in Livelink and resource contact for Office personnel.

--Drafts routine, non-technical correspondence and types documents, reports, and policy and procedure manuals using word processing software according to Airports Authority formats and administrative guidelines utilizing the Airports Authority's Executive Correspondence Manual and the Gregg Reference Manual. Uses other features of office software suites, such as communication (email), presentations and spreadsheets to:

assist in the preparation of the monthly reports to include compiling and entering monthly operational information received from the Associates General Counsel and following up on late reports, when necessary, and reviewing information for anomalies, and

assist in the preparation and maintenance of General Counsel policy documents to include changes/updates to table of contents and format, new policies/procedures, and appropriate distribution.

--Serves as the primary contact with executive administrative staff of Offices of the CEO, the Executive Vice President and Chief Operating Officer (COO), and the Board of Directors Office in matters regarding the ongoing drafting, finalization and production of Board papers.

--Requisitions office supplies, equipment, publications, etc., and maintains office supply inventory levels. Coordinates computer, telephone and other office logistical support, as necessary. Assists the Vice President or his/her designee with budget/accounting support functions and human resource (HR) management support functions, such as tracking various Office expenditures and budget modifications (spending reductions, fund reallocations, etc.), ensuring that requisitions and reports contain proper account codes and that requests for personnel action contain the correct employee and position information, as necessary. Acquires appropriate training with the introduction of new/upgraded systems, software or applications.

--Initiates procurements, submits task order requests, modifies existing contracts (including contract prices and not-to-exceed sums), modifies existing task orders, ensures available

budgeted funds are assigned and obligated to existing contracts, processes contractor invoices, obtains reimbursements for business expenses, and defines and obtains contract- and budget-related reports utilizing the Airports Authority's Oracle-based Enterprise Resource Planning (ERP) system. Assists in preparing independent cost estimates and in processing, payment, and recording of contractor invoices.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email), plan, schedule, word process, prepare presentations and graphics, manipulate data (spreadsheets and databases), and research (includes Internet use, as in searching legal references/indices such as LexisNexis for computer-assisted legal research); (b) enterprise system/software for requisitioning, budgeting, time and attendance reporting, payroll, and other functions; and (c) specialty systems/software used in the Office for items such as research and filing documents.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as officials, executives, managers, first- and second-level supervisors, professionals, and support staff), private attorneys who seek information or are filing claims on behalf of third parties (including employees, former employees and applicants), contract litigation counsel, governmental officials (Federal, state and local), employees and retirees and their legal counsel, and others to identify, research, and respond to employment issues.

--May operate a motor vehicle on the airport complexes (landside) to file documents, deliver reports, attend meetings, etc.

--\*Performs other duties as assigned.\*

***Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.***

## **MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Six years of progressively responsible experience, post high school, demonstrating ability to satisfactorily perform the essential functions of this job. Such experience typically involves performance of a wide range of general office support functions, such as (a) screening callers and visitors and handling requests for information that may be highly sensitive; (b) keeping abreast of information important to administrative support of the Supervisor and staff, and relaying information and instructions from Supervisor to staff and others; (c) compiling, assembling, proofreading and typing documents/background information needed by staff (including statistical tables and complex charts); checking materials for spelling,

typographical errors, conformance to formats and procedural requirements; (d) establishing and maintaining files (e-files and paper files) and administrative control systems including tracking correspondence received in the office; (e) scheduling appointments and making arrangements for time, participants and location of meetings in accordance with established procedures and instructions of Supervisor; (f) requisitioning office supplies, equipment, publications, etc., and maintaining office supply inventory levels; (g) performing budget/accounting support and human resource management support functions, such as ensuring that requisitions and reports contain proper account codes and that requests for personnel action contain the correct employee and position information; and (h) performing other types of administrative, secretarial and clerical duties common to modern offices in support of the work of professional staff.

One year of these six years of experience must include establishing internal workflow controls for administrative work of an office of at least five persons.

One year of these six years of experience must include attention to detail and accuracy in proofreading and editing.

The six years of progressively responsible experience must include evidence of possession of all of the KSAOs listed below.

A fully equivalent combination of education, experience and training beyond what is needed to satisfy MQ 1 may be substituted for four of these years of experience provided the education and training provide evidence of the skills and abilities required by MQ 2. One example is a bachelor's degree in any field that demonstrates ability to successfully perform the DUTIES in this job description, such as those listed in items (a) through (h) above; it may be substituted for up to four years of the required six years of experience.

## **PREFERRED QUALIFICATIONS**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but they are not required to be rated qualified for this job.

None

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Sufficient knowledge of the substantive programs of the organization, of the responsibilities, goals, priorities, policies, commitments and preferences of the Vice President, of staff's functions, and of the full range of the applicable administrative procedures (regarding

document control, procurement-contracting-supply, budgeting, human resource management, information technology-telecommunications support, etc.), altogether to provide comprehensive and authoritative secretarial and administrative assistance to the Vice President and, as appropriate, principals and staff, in performing or overseeing such tasks as setting up meetings, drafting and reviewing correspondence, controlling the Vice President's calendar, receiving visitors, answering or referring callers, and ensuring established procedures are followed by the Office in various administrative domains. This includes ability to rapidly acquire on the job knowledge of the work-leadership style/preferences and professional and business characteristics/preferences of the Vice President.

2. Knowledge of such functions as budgeting/accounting, time and attendance reporting, human resource management, procurement/supply and information technology/telecommunications sufficient to provide or coordinate administrative and logistical support of these and other types. This body of knowledge includes Airports Authority-specific and Office-specific information of these types.
3. Knowledge of, and skill in, (a) record/file maintenance, (b) drafting non-technical documents (including adhering to formats and instructions and working from source documents, instructions, etc.), (c) editing, proofing and finalizing documents, (d) setting up and using electronic and paper filing systems (including suspense files), (e) controlling correspondence and other types of workflow, (f) maintaining the Supervisor's calendar, (g) arranging for and reporting travel, and (h) performing other types of administrative, secretarial and clerical duties common to modern offices in support of the work of professional staff. This body of knowledge includes Airports Authority-specific and Office-specific information of these types (such as Airports Authority-specific and Office of General Counsel assignment-specific formats, filing systems, etc.).
4. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems, identify relevant information and make balanced recommendations and decisions. Examples include skill in setting up new electronic and paper filing systems, in identifying administrative requirements and in providing or coordinating administrative support services; in making decisions on what needs to be done administratively and how it should be done based on the responsibilities, priorities and commitments of the Vice President and principals, in summarizing information for reports, and in which calls and visitors should be directed to the Vice President based on knowledge of Vice President needs, preferences and priorities.
5. Skill in written communication to understand written information (including instructions, descriptions, and ideas) and to express such information in writing so that others will understand. This includes knowledge of, and skill in, syntax, style, grammar, punctuation and spelling to proofread and type documents, to edit them to recognize unclear information or incorrect data, improve clarity according to the Supervisor's preferences, and to draft routine, non-technical correspondence.
6. Skill in oral communication to understand verbal information (including instructions,

descriptions, and ideas) and to express such information verbally so that others will understand. Examples include exchanging routine and non-routine information about Office operations and the business wants and needs of staff members.

7. Skill in using a computer and (a) modern office suite software (such as MS Office) to plan, schedule, communicate, word process, prepare and develop reports, and perform research (Internet use, as in searching legal references/indices such as LexisNexis for computer-assisted legal research); (b) enterprise systems/software such as ERP to budget, requisition items, obtain contract- and budget-related reports, modify existing contracts (including contract prices and not-to-exceed sums), perform time and attendance reporting, and other functions; and (c) specialty systems/software used in the Office for items such as research and filing documents
8. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.
9. Skill in maintaining care and discretion in handling confidential or highly sensitive materials and matters, handling multiple tasks, and working under pressure in a busy office environment.

**RESPONSIBILITY** Is responsible for performing and coordinating secretarial and administrative assistance in direct support of the Vice President and the Office's staff in the accomplishment of the Office's activities and to administratively support the Vice President and Office staff.

Reports to the Vice President (Supervisor). Most work comes to the incumbent through established workflow consistent with assigned functions. Special assignments are typically given in terms of scope, background, objectives, deadlines, priorities and any special information about known or suspected problems that may complicate accomplishment of the assignment. Incumbent independently performs regular and recurring tasks in accordance with established procedures. Supervisor or principal/staff member assigns and provides special instructions on non-routine work. Incumbent typically refers to the Supervisor for additional guidance or insight on highly unusual office situations or especially complex problems. Supervisor or principal/staff member spot checks work upon completion for quality, quantity, timeliness, customer service, teamwork, adherence to procedures or special requirements, and other factors, including attainment of specified performance management goals and objectives. Some work may not be susceptible to immediate review, consequently work is expected to be adequate and accurate.

Guidelines include, but are not limited to, such Office-specific documents as function statements, organization charts, and assignment/project lists and such administrative/secretarial/clerical support guides as Airports Authority directives and procedures regarding such administrative matters procurement-contracting-supply-human resource management-information technology-telecommunications support, the format, internal tracking and control of correspondence, including correspondence on behalf of the President and Executive Vice President, and files (including the Airports Authority's Executive Correspondence), the control and usage of P-Cards, the compilation, submission and tracking of budget information, and the processing of

travel vouchers as well as appropriate use of the accounting codes in the Chart of Accounts, software manuals, the dictionary and similar references (such as the Gregg Reference Manual). Incumbent uses seasoned judgment to select and apply the appropriate guides, or, for more complex work, interpret or adapt a guide or find a solution by consulting others (for example, the Executive Office Assistants in the Executive Office serve as resources on the appropriate use of the Executive Correspondence Manual and the Gregg Reference Manual). Utmost discretion is used in handling confidential or highly sensitive materials and matters.

**EFFORT** Work is primarily sedentary and requires light physical effort. It requires moving about to obtain and coordinate work, and typically involves sitting for extended periods when using a computer, communicating by telephone or performing other desk work. May stand or stay in one position for long periods when filing or copying; opens and closes file drawers; and moves or positions self to reach/use objects and office equipment. Occasionally moves up to 15 or 20 pounds when storing office supplies. In driving, operates vehicle using judgment in consideration of traffic, weather and other factors.

**WORKING CONDITIONS** Works in an adequately lighted, adequately ventilated and temperature controlled office setting.

**OTHER SIGNIFICANT JOB ASPECTS** None