

As an Administrative Assistant II, you will perform and coordinate administrative support for a Senior Vice President or Vice President and staff in an Airports Authority Office.

JOB DESCRIPTION

- Administrative Assistant II
- Works under the direct supervision of a Senior Vice President or Vice President.
- Serves in an Office in the Headquarters Office, at Ronald Reagan Washington National Airport (DCA), or Washington Dulles International Airport (IAD).

Provides principal secretarial and administrative support for a Senior Vice President or Vice President and staff in an Office with high visibility. Performs related functions.

GENERAL RESPONSIBILITIES

- Keeps abreast of information important to the Senior Vice President or Vice President and staff; relays information and instructions from Senior Vice President or Vice President to staff and others and keeps Senior Vice President or Vice President informed. Anticipates need for information and prepares it so it is available when needed.
- Screens telephone calls and receives office visitors to determine if their business requires the attention of the Senior Vice President or Vice President. Serves as the first point of contact in a variety of situations, handling requests for information and resolving inquiries.
- Controls the Senior Vice President or Vice President's calendar and reminds him/her of appointments; updates his/her leave on the Executive Calendar; schedules or declines invitations to meetings and arranges for representation by a subordinate using guidelines and substantive knowledge of the Senior Vice President or Vice President's priorities, commitments, and preferences.
- Sets up meetings, arranges location, notifies invitees, and ensures they have necessary background information. May take notes at meetings and prepares and distributes minutes.
- Makes travel arrangements for the Senior Vice President or Vice President and staff, as necessary. May review travel submissions of staff.
- Prepares documents, reports, manuals, tables, and charts and edits for accuracy and correct grammar, spelling, syntax, style, and formatting.
- Compiles and summarizes information from a variety of sources for reports. Prepares spreadsheets and databases on a variety of administrative matters.
- Prepares and edits Board or Committee Papers and ensures documents arrive in the Board Office prior to the mailing of the Package.
- Serves as a point of contact with executive administrative staff of the Offices of the Chief Executive Officer, Chief Operating Officer, Chief Revenue Officer, and Board of Directors.
- Sets up control or suspense logs to monitor responsiveness to correspondence. Coordinates and follows up with staff on past-due responses.
- Creates, maintains, and retrieves files, records, and office documents. Establishes special project files and new filing systems.

- Monitors inventory of office supplies and requisitions, as needed. Coordinates computer, telephone, and other office equipment support.
- Performs budget/accounting and human resource management support functions. Supports preparation of the Office's proposed Operations and Maintenance budget.
- Performs other duties, as assigned.

QUALIFICATIONS

- Six years of progressively responsible experience providing administrative, secretarial, and clerical support services.
- One year of the six years of experience must include establishing internal workflow controls for administrative work of an office of at least five persons.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Skill in establishing and maintaining files (e-files and paper files).
 2. Ability to assembling and summarizing information and prepare reports, charts, and graphs.
 3. Ability to perform basic budget/accounting and human resource management administrative support functions.
 4. Skill in using a computer and modern office suite software, with emphasis on word processing, spreadsheet, and presentation software to type, edit, and format documents.
- Ability to rapidly acquire on-the-job knowledge of the programs, policies, and preferences of an assigned executive, office and subordinate departments.
 - Ability to speak and write effectively, with emphasis on grammar, spelling, and punctuation.
 - Ability to perform general analyses of data and information.
 - Skill and discretion in handling confidential or highly sensitive materials and matters.

PREFERRED QUALIFICATIONS

- Experience as a principal secretary or administrative assistant for an executive.
- Certification as a Certified Administrative Professional by the International Association of Administrative Professionals (IAAP) or an equivalent certification.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.

CERTIFICATIONS AND LICENSES REQUIRED

- None.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- May lift up to 20 pounds when moving office supplies.