

“Your journey begins with us.” The Executive Staff Coordinator is key to ensuring the positive image of the Airports Authority, by interacting with and assisting senior managers, internal staff and coordinate assistance to high profile, international travelers and business leaders.

### **JOB DESCRIPTION**

- Secretary
- Works under the direct supervision of the Executive Staff Coordinator, but may also receive direction from the Administrative Assistant to the Vice President and Airport Manager.
- Serves in the Airport Manager’s Office (AMO) at Washington Dulles International Airport (IAD).

Provides secretarial assistance to the Executive Staff Coordinator (ESC) and key staff, as appropriate, in the execution of day-to-day Office functions. The work situation requires an understanding of (a) Office/subordinate Department programs, (b) the ESC’s and VP’s goals and commitments, and (c) coordination processes with various organizational entities. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Controls ESC’s calendar, schedules meetings and updates as appropriate. Reschedules, accepts or declines appointment invitations based on discretion.
- May make conference and travel arrangements for the ESC, VP and key staff, as necessary.
- Screens calls and receives visitors to the AMO, discerning if their business requires the VP’s or ESC’s attention, may be facilitated personally, or by an IAD staff member.
- Serves as liaison for the ESC and key managers and employees (including Office and program managers) providing assistance as required to support implementation of the VP’s internal policies.
- Drafts, reviews and proofreads correspondence, forms, and documents for the ESC, VP, or key staff member’s signature to ensure appropriate format, style, syntax, clarity, usage, punctuation, and spelling, and tracks for any required follow-up.
- Schedules and maintains the use of conference rooms at IAD.
- May serve as a contact with executive administrative assistant staff for the Offices of the President and CEO, Executive Vice President and COO, and Executive Vice President and CRO, the Board of Directors Office, and external public and private organizations, as appropriate and required.
- Provides administrative guidance to other Department and Division administrative assistants and IAD staff, as requested.
- Provides back-up and assistance to the Administrative Assistant to the VP.
- Attends Chart of Accounts, P-Card and business process training to include Purchase Requests (PRs), Independent Cost Estimates (ICEs) and other procurement-contracting-supply documentation to keep abreast of the full range of key administrative procedures.
- May serve as Contracting Officer’s Technical Representative (COTR) for office support services or miscellaneous programmatic services.

- Performs other duties as assigned.

### **QUALIFICATIONS**

- Four years of progressively responsible experience in administrative, secretarial and clerical support work. Included in these four years of experience must be at least one year of experience in establishing administrative internal workflow controls for an office of at least five persons.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

1. Knowledge of a wide range of administrative-logistical support services to coordinate reception, general clerical support and other fundamental day-to-day services.
2. Ability to perform general analyses of data and information (including identifying the accuracy and relevance of the information) and make corrections and/or recommendations.
3. Ability to establish and maintain effective relationships with managers, employees, and the general public.
4. Ability to speak and write effectively.
5. Ability to use computer hardware and modern office suite software.

### **PREFERRED QUALIFICATIONS**

- Prior experience as the principal secretary or administrative assistant for a department manager (or higher level) principal.

### **EDUCATION**

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

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of these four years of experience. For example, an associate's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- None

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quality, quantity, timeliness, adherence to guidelines, teamwork, customer service and other factors.