



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

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DIRECTORS

DAVID DIAMOND

MARY HETHERINGTON

TERESA O'DETTE

KAT ROHLF

RICK STEPHENS

ADMINISTRATIVE ASSISTANT – AVIATION & COMMUNITY SERVICES

Type: Full Time - Temporary (December 2021 – June 2022)

Hours: 40 hours/week

Wage: \$25.12 - \$34.53 (non-exempt)

Open Until Filled

The Truckee Tahoe Airport District is seeking a temporary, highly motivated person to perform a variety of responsible duties associated with the support functions of the Aviation & Community Services Department. This position will report to work Monday - Friday, eight (8) per day, 40 hours per week. This position will begin December 2021 and will conclude June 2022. There will be a completion incentive of \$2,000 if selected applicant completes the full term of the position. This position does have the possibility of transitioning to a full-time permanent position pending budgetary approval. Must have two years of increasingly responsible administrative support experience that involved customer service and office administration. Must be computer savvy and familiar with MS Office and Adobe suite.

Duties include, but are not limited to:

- Initiate and maintain a variety of files and records of information related to the Director Aviation and Community Services office; maintain manuals and updates resource materials.
- Assist in aeronautical and non-aeronautical leasing of District hangars and storage spaces; prepare leases and maintain and update tenant records.
- Perform a wide variety of general clerical work for assigned program; create and maintain files; maintain accurate and detailed records; verify accuracy of information and research discrepancies; enter data into computer; type and proofread a variety of documents including general correspondence, reports, and memoranda.
- Working with District Staff members to answer comments related aircraft operations.
- Working with pilots and passengers to reduce impact from aircraft operations.
- Assist Airport General Manager with all Airport Community Team Meetings.
- Assist Human Resources Manager/District Clerk with Zoom Management all Board of Director Meetings.

Application Information:

The Truckee Tahoe Airport District is a drug-free workplace. District employment requires the successful completion of a physical examination and drug screening. **A District employment application is required.** The position is open until filled. You may apply online or request an application in person at the Truckee Tahoe Airport District; **email** your application and resume to the District's Human Resources Manager: Lauren.Tapia@truckeetahoeairport.com; **fax** your application to 530-587-2984 or **mail** to: Truckee Tahoe Airport District, Attn: Human Resources, 10356 Truckee Airport Road, Truckee, CA 96161. **OUR ADMINISTRATION OFFICES ARE CURRENTLY CLOSED TO THE PUBLIC, WE WILL NOT BE ACCEPTING IN PERSON APPLICATIONS SUBMITTALS.**