



TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

WWW.TRUCKEETAHOEAIRPORT.COM

DIRECTORS

DAVID DIAMOND

MARY HETHERINGTON

TERESA O'DETTE

KAT ROHLF

RICK STEPHENS

ADMINISTRATIVE ASSISTANT – ADMINISTRATION DEPARTMENT

Type: Full Time - Permanent

Hours: 40 hours/week

Wage: \$26.36 - \$36.25 (non-exempt)

Position Closes: July 15, 2022, at 5:00 PM

The Truckee Tahoe Airport District is seeking a highly motivated individual to perform a variety of responsible duties associated with the support functions of the Administration Department. This position will report to work Monday - Friday, eight (8) per day, 40 hours per week, with some evening hours occurring during the District's public Board meetings. Under the direction of the Human Resources Manager/District Clerk, the incumbent is responsible for performing a variety of administrative and clerical duties involving a high degree of accuracy, organization, confidentiality, and independent judgment. Attendance reliability is a key responsibility. The position requires general knowledge of office terminology, procedures, and equipment along with active working knowledge associated with MS Office and Adobe Suite. Clerical aptitude, tech savviness, time management, tact, courtesy, and outstanding customer service are a requisite. A high level of interpersonal communication skills is needed for interacting with the public, District employees, Board of Directors, and other stakeholder groups.

Duties include, but are not limited to:

- Initiate and maintain a variety of files and records of information related to the Administration office; maintain manuals and updates resource materials.
- 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.
- Ability to handle and manage a high-level of external phone calls.
- Management of the District's Community Meeting Rooms.
- Assist Airport General Manager with all Airport Community Team (ACT) Meetings.
- Assist Human Resources Manager/District Clerk with Zoom Management for all Board of Director Meetings.
- Provide backup to the Human Resources Manager/District Clerk for 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 July 15, 2022.** 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/District Clerk: 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.