

## VACANCY ANNOUNCEMENT

**JOB TITLE: Airport Administrative Assistant III**

**POSTING DATES:** June 14, 2021 – June 28, 2021

**WORK LOCATION:** LaBelle, FL

### **POSITION SUMMARY:**

Plans, directs, and coordinates activities concerned with the maintenance and operation of airport facilities in accordance with federal and state regulations by performing a variety of duties. Manages and tracks the sale of fuel. Performs marketing duties to increase air traffic at airports.

### **DUTIES AND RESPONSIBILITIES:**

Manages airport financial transactions including tie-down fees, fuel sales, hangar rentals, sale of aviation supplies, and commercial land leases.

Oversees fuel purchases and sales at both airports. Sets prices based on various factors including market rates. Checks the fuel facilities/systems on a daily basis; completes the appropriate forms and faxes to the engineering office and the fuel vendor. Monitors fuel shipments and usage. Prepares reports regarding fuel sales, tie-down, hangar fees, and aviation supplies. Submits sales tax billing information to the Clerk of Courts. Manages the annual airport budgets and purchase required upgrade or replacement items.

Manages airport commercial leases, licenses, and hangar leases. Coordinates with the Clerk of Court's office and tenants on past due balances. Coordinates with the airport terminal tenant to ensure compliance with the commercial lease agreement. Performs inspection of the hangars on a scheduled basis to ensure compliance with the hangar leases and notifies tenants of any issues that need to be corrected.

Monitors purchasing procedures and processes accounts payables for airports. Reviews and corrects any work order billing errors, generates the batches (chargeable groups within the AS400) to the Clerk of Court's office for outside work force billing.

Inspects the stormwater management system for both airports on a routine basis and maintains records to ensure compliance with permits from the South Florida Water Management District and the Florida Department of Environmental Protection National Pollutant Discharge Elimination System (NPDES).

Courteously assists pilots and aviation professionals in their needs while in LaBelle. Handles minor counter sales, cash deposits, etc. at the airport terminal. Performs a variety of clerical duties including, but not limited to, filing, maintaining electronic correspondence, managing permits, answering phones, sending emails, placing work orders, assisting public walk ins, and scheduling meetings.

Responds to requests from other County departments.

Coordinates with the Fixed Base Operator (FBO) assigned to Airglades Airport on a regular basis to ensure compliance with FBO contract and County policies along with any airport issues. Notifies FBO of any commercial lease issues at Airglades. Responsible for ensuring that PLUS maintains the water distribution system, wastewater collection system, water plant and wastewater plant at Airglades Airport.

Oversees airport facilities and equipment including fuel farms, fences, gates, lighting systems, hangers, etc. Monitors the runway, taxiway, apron, tie-down areas, roads and parking lots on a regular basis for hazards and reports any deficiencies to the engineer. Monitors airport access and usage and reports on questionable activities. Notifies EMS, Fire and the Sheriff's Department in the event of accidents, illegal access or usage of facilities for improper purposes.

Responds to after hour calls regarding airport related issues or complaints received. Reports any issues received to Hendry County Engineering and Road & Bridge, and the FBO at Airglades Airport if applicable. Coordinates as necessary via email and telephone to ensure these issues are addressed.

Sets up and maintains the terminal offices in a professional manner. Ensures that custodial work and grounds keeping work is performed as needed; regulates the office temperature and generally maintains a professional looking office. Performs minor housekeeping and grounds keeping duties.

Performs marketing duties designed to increase traffic to the airports. Places advertisements in aviation periodicals or newspapers; maintains a website with information for the airports.

Prepares advertisements for the Airglades Airport and LaBelle Airport advisory board meetings. Attends meetings of both of the airport advisory boards. Prepares minutes of the advisory board meetings.

Responsible for checking the condition of the American flag.

Provides backup to the Program Manager in Engineering for payroll balancing of Road & Bridge.

Oversees and manages part-time administrative assistants who work weekends and other days as needed. Responsible for implementing and managing a schedule for these employees.

### **OTHER FUNCTIONS:**

Responds to work during a declared state of disaster.

Operates a UNICOM radio as needed.

Performs other duties as required..

### **KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES REQUIRED:**

Basic mathematical and bookkeeping skills.

Ability to communicate effectively verbally and in writing.

Ability to use ordinary politeness and tact with pilots and the general public.

Ability to walk from the terminal to the fuel farm or to a hangar to assist pilots or to conduct an inspection.

Computer skills and ability to use financial software.

Basic computer skills with experience in Microsoft Excel, Microsoft Work, and Microsoft Outlook.

Ability to learn how to use a UNICOM radio.

Must be able to work independently.

### **MINIMUM QUALIFICATIONS:**

A High School diploma or equivalent.

### **HOURS OF WORK:**

Monday – Friday, 8:00 am – 5:00 pm. Must be able to respond to after hour calls. Some overtime may be required.

This is a full-time position and includes County medical benefits and State Retirement.

**ANTICIPATED STARTING PAY:** Minimum \$16 per hour and maximum rate of pay depends upon experience and/or certifications.

TO APPLY: Submit a completed [Hendry County BOCC Application](#), [Applicant Survey](#), and [Veteran's Preference form](#) to:

Audelia Bustamante  
Hendry County BOCC  
P.O. Box 2340 LaBelle, FL 33975  
(Physical address: 640 S. Main Street)  
Telephone: 863-675-5352  
Fax: 863-674-4195

<http://www.hendryfla.net>  
[audelia.bustamante@hendryfla.net](mailto:audelia.bustamante@hendryfla.net)

HENDRY COUNTY B.O.C.C. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN  
HIRING OR EMPLOYMENT PRACTICES

HENDRY COUNTY B.O.C.C. IS A DRUG FREE WORKPLACE

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND FAMILY MEMBERS

HENDRY COUNTY PARTICIPATES IN THE E-VERIFY PROGRAM

HENDRY COUNTY WILL GENERALLY, UPON REQUEST, PROVIDE APPROPRIATE AIDS AND SERVICES FOR QUALIFIED PERSONS WITH  
DISABILITIES SO THEY CAN PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS. CONTACT THE HR DIRECTOR AT THE  
NUMBER AND ADDRESS ABOVE FOR ASSISTANCE.