

VACANCY ANNOUNCEMENT

JOB TITLE: Airport Administrative Assistant - Part Time

POSTING DATES: Until Filled

WORK LOCATION: LaBelle, FL

POSITION SUMMARY:

Assists pilots and the public as needed at the LaBelle Airport terminal.

DUTIES AND RESPONSIBILITIES:

Courteously assists pilots, aviation professionals, and the general public in their needs while at the LaBelle Airport. Handles minor counter sales, cash deposits, etc. at the airport terminal.

Monitors and responds to the UNICOM radio.

Documents and reports any unsafe aircraft activities to their immediate supervisor that are noticed or reported by others.

Assists with airport financial transactions including tie-down fees, fuel sales, hangar rentals, and sale of aviation supplies.

Checks the fuel facilities/systems daily and completes the appropriate inspection forms.

Monitors the runway, taxiway, apron, tie-down areas, roads, navigational lights, security gate operation, and parking lots on a regular basis for hazards and reports any deficiencies to the supervisor.

Monitors airport access and usage and reports on questionable activities. Notifies EMS, the Fire Department, the Sheriff's Department, and immediate supervisor in the event of accidents, illegal access, or usage of facilities for improper purposes.

Assists in maintaining the terminal to always present a neat and orderly appearance. Regulates the office temperature and generally maintains a professional looking office. Performs minor custodial and grounds keeping duties to maintain the cleanliness of the terminal building and grounds around the terminal.

Responsible for checking the condition of the American flag.

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.

Ability to learn how to use a UNICOM radio.

Ability to use a computer for emailing, research, and data input.

MINIMUM QUALIFICATIONS:

A High School diploma or equivalent.

LOCATION/HOURS OF WORK:

LaBelle Airport. Saturdays and Sundays 8:00 a.m. to 5:00 pm. Possibility other days of the week if a need arises. Part Time hours vary, but will not exceed 29 hours per week This is a full-time position and includes County medical benefits and State Retirement.

ANTICIPATED STARTING PAY: Minimum \$13 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

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.