

TBI Airport Management, Inc.
Hollywood Burbank Airport

Job Description

Executive Assistant

Reports to: Executive Director and Senior Deputy Executive Director

Status: Exempt

Pay: \$90,000 to \$95,000

Schedule: 9/80 Work Schedule (every other Friday off)

Benefits: Competitive Benefits Package Available

General Description:

The Executive Assistant is responsible for providing executive-level administrative support, often of a sensitive and confidential nature, to the Burbank-Glendale-Pasadena Airport Authority Commissioners, Executive Director, Senior Deputy Executive Director, Deputy Executive Directors, and other senior management as needed. Special projects and other job-related duties are regularly assigned. The Executive Assistant is required to interface with internal and external contacts, the level of responsibility is significant, as is the need for professionalism and discretion. The ability to exercise independent judgement, make decisions, work independently, multi-task and have a high degree of initiative is essential.

Essential Job Functions:

Typical Tasks:

- Perform executive-level administrative services in support of the administration department.
- Coordinate complex and detailed travel arrangements and expense reports.
- On-board new Commissioners; provide all necessary administrative documentation, scheduling photos for publications, orientation meetings, ID badge, and airport tour.
- Update new Commissioner orientation manuals and confidential contact list
- Attend Airport Authority meetings; manage public speaker cards and parking validations.
- Serve as liaison to the Commissioners, Councilmembers, Mayors, City Managers, City Attorneys and administrative staff of the Joint Powers Agreement Cities of Burbank, Glendale, and Pasadena.
- Serve as petty cash fund custodian, distribute and reconcile funds.
- Serve as corporate credit card holder, obtain authorization, reconcile monthly statements, compile invoices, and prepare expense reports.
- Plan, organize and schedule meetings and conference calls; manage multiple calendars and schedules.
- Independently respond to inquiries and provide information to every level of the organization, attorneys, consultants, state and local governmental agencies, Federal Aviation Administration, Transportation Security Administration, airlines, tenants, vendors,

and the public.

- Screen visitors and telephone calls; open and distribute incoming mail; route documents for approval and signatures; prepare expense reports and check requests; process invoices for payment; prepare correspondence, reports, presentations and spreadsheets; distribute legal documents as assigned; maintain department records and files; maintain inventory of office supplies for the department; update internal telephone list.
- Other administrative tasks as assigned

Minimum Qualifications:

Employment Standard:

- Three or more years of experience as an executive assistant supporting executive level management required.
- Two years of college education and/or experience with supporting senior level public governmental agency (i.e. Board of Directors, Commission) a plus.

License and Special Requirements:

- Possession of a valid California Real ID Driver's license.
- Obtain and maintain security clearance as required by position and TSA regulations.

Supplemental Information:

Knowledge of:

- Microsoft Office Suite (Excel, PowerPoint, Word, and Outlook).
- Exceptional verbal and written communication skills.

Ability to:

- Perform job functions independently.
- Work cohesively with all levels of management as part of the team.
- Focus attention on details.
- Maintain integrity and discretion necessary to safeguard confidential information.
- Operate standard office equipment.

Interested applicants may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/o/JB-4ULGBL3GK/landing?source=HB-Website>