

Spokane International Airport

BUSINESS PARK AND FELTS FIELD

Washington

EXECUTIVE ASSISTANT / CONFIDENTIAL SECRETARY

\$65,556 - \$92,897

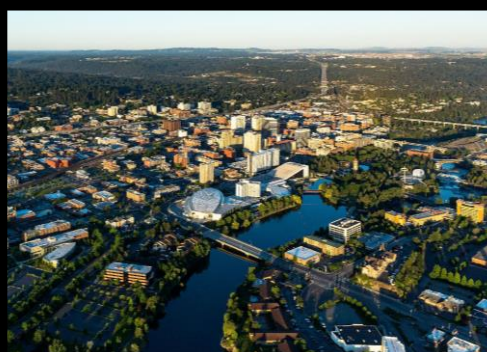
Plus Excellent Benefits

Apply by

May 14, 2023

Applications Reviewed as Submitted. Open Until Filled.

PROTHMAN



THE REGION



Named as one of the Best Places to Live in America by Outside Magazine, Spokane, Washington is the second-largest city in Washington state. It is located in the eastern portion of the state, approximately 20 miles from the Washington-Idaho border. The Spokane MSA has a population of over 670,000. The city’s nickname is the Lilac City and claims to fame include being the birthplace of the Father’s Day holiday; the hometown of Bing Crosby; and the host of the 1974’s World’s Fair.

Spokane is a major commercial, industrial, educational and transportation hub for an approximately 80,000 square mile area encompassing three states and two provinces. The regional economy is well-rounded and diversified, with a strong emphasis in manufacturing, logistics, aero-space, life sciences, education and research, agri-business and professional services. The region also has a rich military history dating back to pre-World War I regiments and is home to Fairchild Air Force Base, who has one of the largest fleets of tanker aircraft in the country.

Recreation abounds in Spokane County with prevalent opportunities for fishing, hiking, camping, golfing, skiing and more. There are more than 76 lakes within a one-hour drive of Spokane with more than seven championship public golf courses.

The area enjoys over 130 local parks including Riverside State Park, a 14,000-acre park along the Spokane and Little Spokane rivers that offers camping, picnicking, swimming, fishing and boating, and Manito Park, a 90-acre park with spacious manicured lawns, playgrounds, walking and biking paths, flowers, topiary shrubs, a greenhouse conservatory and multiple picturesque gardens. In the winter, excellent skiing is available at five nearby mountain resorts.

Higher education is well represented in the region by Gonzaga University, Eastern Washington University, Washington State University, Whitworth University, and the Community Colleges of Spokane.

THE ORGANIZATION

Spokane Airports is jointly owned by Spokane County and the City of Spokane, operating under an interlocal agreement on an annual budget of approximately \$170 million with 106 FTEs. The organization is governed by a seven-member Board that consists of appointees from the two governmental bodies. The Board manages and employs a Chief Executive Officer who is responsible for implementing policies and managing staff. The Spokane Airport Board oversees Spokane International Airport, Felts Field, and the Airport Business Park, as well as has a Grant of Authority to operate Foreign-Trade Zone #224. All three facilities are financially self-sufficient and do not receive, nor are operated with, appropriated tax dollars.

Spokane International Airport is a 6,000-acre commercial service airport served by six major airlines and three air cargo carriers. In 2022 the Airport handled 3,920,972 total passengers and 78,895 U.S. air cargo tons. The Airport provides employment for over 3,000 people and has an annual direct and indirect economic impact of \$3 billion on the Spokane region. In order to accommodate current and future forecasted passenger traffic demands, the Airport has embarked on the Terminal Renovation and Expansion Program. The first phase of the project currently underway will add gate capacity and modernize the C Concourse terminal building.

Felts Field is a 400-acre general reliever airport that had 69,796 aviation operations in 2022 and is home to over 175 aircraft and nine commercial tenants. The Airport has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River.

The Airport Business Park is an industrial and business park development that comprises 432 acres. Strategically located adjacent to the airport facilities and Interstate 90, it has 19 buildings and 8 tenants.



THE POSITION

Under the direction of the Chief Executive Officer, the Executive Assistant/Confidential Secretary is a high visibility, high volume role that provides an extensive variety of confidential, general office support, reception and back up to executive staff in the main Airport Administrative Office.

Major responsibilities include:

- Managing the CEO's calendar, scheduling appointments, speaking engagements, and travel.
- Responsibility for confidential and time sensitive material in an environment where professionalism, efficiency, and communication skills are of paramount importance.
- Supervising office support staff, interviewing and recommending selection of applicants, conducting training, assigning, and scheduling work, acting on leave requests, conducting annual performance evaluations, and recommending corrective and/or disciplinary actions.
- Establishing office procedures, standards, priorities, and deadlines and having frequent contacts with the public, employees, management staff and less frequent contacts with Airport Board members.
- Performing complex secretarial duties such as independently planning, organizing and prioritizing work to meet internal and external deadlines, monitoring and evaluating budget(s) status and initiating corrections, developing travel itineraries, compiling reports, studies, and applications, developing, modifying, and/or maintaining data base management, office record keeping, or filing system(s), coordinating office operations and initiating action to ensure work unit and/or office goals are met.
- Serving as Board Clerk by coordinating committee and Board meetings, preparing agendas, and coordinating distribution of meeting materials, attending meetings, transcribing minutes, and maintaining records of Board documents and resolutions.
- Exercising independent judgment to accomplish assignments or solve problems and to develop new work methods, procedures, or strategies or modify existing work methods, procedures, and strategies to solve new or unusual problems.
- Perform additional or special administrative duties as assigned by the CEO and coordinate administrative support functions for the management group.



IDEAL CANDIDATE PROFILE

Education and Experience:

- An associate degree is required, with preference for a bachelor's degree in business administration or a related field.
- Five (5) years of progressively responsible office management experience with at least two (2) years providing executive level support.
- A combination of education and experience may be considered in meeting the requirements of this position.
- Candidates must possess a valid state driver's license, free of serious or frequent traffic violations.
- The selected candidate must be able to obtain and maintain an Airport security badge as a condition of employment.



Necessary Knowledge, Skills, and Abilities:

- Present in a professional manner and with excellent interpersonal skills in order to establish and maintain good working relationships with others.
- Deliver excellent internal and external customer service and maintain confidentiality, handling sensitive information appropriately.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines and changing priorities.
- Prioritize a variety of tasks with little supervision and use good judgment.
- Organize information into a coherent and meaningful format with attention to detail.
- Use spreadsheets, word processing, and database computer software programs at an advanced level, and communicate effectively both verbally and in writing.
- Quickly learn and retain concepts that may be unfamiliar.
- Show a high level of professional poise and personal bearing to deal with people including a clear speaking voice and skills in operating a multi-line telephone system.
- Be of good moral character and able to adhere to professional ethical standards of conduct as a public employee working in the public administration and operation of airports.

COMPENSATION & BENEFITS

- **\$65,556 - \$92,897 DOQ**
- Hiring incentive of up to \$5,000.
- Relocation negotiable.
- 4 Kaiser Medical Plans to choose from.
- Dental coverage.
- HSA, HRA, FSA options.
- Benefit Year: November 1 – October 31. (HSA, HRA, FSA calendar year).
- PERS state retirement.
- VOYA Financial. (457 deferred comp plan)
- Life and AD&D Insurance.
- Short- & Long-Term Disability.
- Employee Assistance Program.
- 11 Paid Holidays.
- Vacation is earned at eight (8) hours per month for the first five (5) years and increases every five (5) years.
- Sick leave accrues eight (8) hours per month.
- Military and Jury Duty Leave.

To view the full benefits provided, please view the attachment found [here](#).

**To learn more about
Spokane Airports, please visit:**

www.spokaneairports.net

Spokane Airports is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 14, 2023** (Applications Reviewed as Submitted. Open Until Filled.) Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**Spokane Airports, WA – Executive Assistant/Confidential Secretary**", and click "**Apply Online**", or click [here](#).



www.prothman.com

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