

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION

POSITION TITLE: Director of Administration	DATE: 05/01/2018
DEPARTMENT/TITLE OF SUPERVISOR: Administration Department/Executive Director	GRADE/LEVEL: 8 (Exempt)

Position Summary (Primary Function)

The Director of Administration organizes, develops, and implements a variety of human resources and administration programs and policies designed to help the Authority achieve its mission and vision. The Director of Administration is responsible for the development, planning, implementation, and coordination of Human Resources, Risk Management, Employee Benefits, and other administrative policies and procedures. Supervises the Administration Coordinator position. Performs other duties as assigned.

Responsibilities (Essential Functions)

- Plans, implements, and oversees Administration functions:
 - Maintains and updates Administrative Policies and Procedures.
 - Maintains and updates Department Directives.
 - Administers the Authority's records retention program.
 - Administers Risk Management process to include the accusations of all the Authority's insurance lines. Reporting and maintaining Worker's Compensation.
 - Negotiates with insurance companies and brokers. Resolves issues related to benefits and insurance.
 - Participates in the safety program, including being a member of Safety Committee.
- Directs, plans, implements, and oversees Human Resources functions:
 - Reviews, prepares, and administers the Authority's wage and salary program.
 - Recommends, evaluates and participates in staff development.
 - Administers the Employee Performance Review System.
 - Maintains knowledge of industry trends and employment legislation and ensures Authority's compliance.
 - Maintains and updates Human Resources Policies and Procedures.
 - Communicates changes in the Authority's human resources policies and procedures and ensures that proper compliance is followed.
 - Manage unemployment cases, including attend hearings.
 - Directs and coordinates with department directors/managers to ensure employee relations issues, including disciplinary actions, are handled appropriately.
 - Maintains responsibility for Authority's compliance with federal, state and local legislation pertaining to all personnel matters.
 - Oversees the recruitment and selection progress; writes and places advertisements; screens applications; participates in interviews; recommends selections to ensure compliance.
 - Develops, recommends, and administers employee benefits programs, such as, medical, dental, vision plans; life insurance and disability plans; retirement plans; time off plans; etc.
 - Negotiates with insurance companies and brokers. Resolves issues related to benefits and insurance.

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- Maintains personnel files and other confidential information and materials; ensures compliance with legal requirements associated with employee documents.
- Oversees and coordinates wellness programs and employee events.
- Member of Management Team:
 - Prepares and monitors annual administration budget.
 - Provides administration/human resources information and updates to the Authority Board.
 - Performs other duties as assigned and/or needed.

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- Bachelor's degree in Business Management, Human Resource Management, or related field from an accredited college or university.

Experience Requirements

- Minimum of five years of professional work experience in human resource or a related field.
- Two or more years of experience in airport and or governmental environment preferred.

Special Knowledge, Skills, and Abilities

- Manage multiple and diverse activities and projects.
- Read and interpret detailed information (i.e., leases and contracts, financial reports, etc.).
- Ability to prepare and present written and oral reports to the Board and large groups of people.
- Ability to communicate effectively, both in writing and orally, with internal and external business relationships including Board members, Authority employees, government officials, legal counsel, tenants, and the general public.
- Ability to contribute in a team environment to achieve success for the organization.
- Develop and implement policies and procedures.
- Ability to provide administrative and professional leadership and direction to subordinate staff.

Supervisory Responsibilities

- Manages a staff of one (1) in the Administration Department.

Licenses Required

- Must possess a valid North Carolina driver's license or the ability to obtain if hired.

Certifications Required

- Society for Human Resource Management (SHRM) certification preferred.

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Latitude/Independent Judgment/Accuracy

- Position warrants considerable independence and initiative in decision making regarding the administration functions of the Authority.
- Position requires a high level of technical accuracy, as the level of impact resulting from errors could have a long-term negative effect, both economically and politically.
- Inaccurate work could result in lost revenue and/or increased expenses to the Authority.

Working Conditions

- Job is performed in an office setting.
- Requires frequent bending, twisting, stooping or turning. Occasional lifting up to 50 pounds is necessary.
- Must be able to operate a computer and be familiar with Microsoft office products.
- Some out-of-town travel is required.
- Must be able to drive to various locations on and off airport premises.

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government.