



Job Title	Airport Corporate Outreach Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	15101

Class Specification – Airport Corporate Outreach Specialist

Summary Statement:	
<p>The purpose of this position is to perform a variety of administrative, operational, and analytical duties in support of the Airport Directors Office. This is accomplished by managing the existing programs conducting needs assessments; reviewing and implementing outreach processes and procedures; creating new strategies for Airport development; and developing community partnerships.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Perform a variety of administrative, operational, and analytical duties in support of the Airport Director’s office. Perform a variety of special projects and programs in conjunction with the corporate outreach program and community involvement.
40%	Coordinate assigned services and project activities with other City groups, units, airlines, tenants, boards, committees, task forces, external organizations, and the general public; and respond to and resolve inquiries and complaints.
15%	Assist in developing goals for the Airport’s outreach programs and oversee assigned programs. Perform a variety of public relations and promotions activities; and meet with merchants, residents, community representatives, and citizens to inform them about Airport goals, services, and activities.
10%	As assigned, participate in the full range of professional assignments in areas of responsibility which may include human resources, procurement, event planning, public relations, or other program services and activities. May supervise or organize and review the work of lower level staff as assigned.



Job Title	Airport Corporate Outreach Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	15101

Competencies Required:

Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in marketing, business administration, public administration, or a related field.

Experience: Two years of full-time experience in administration or operational programs.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.



Job Title	Airport Corporate Outreach Specialist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	15101

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2015