MONROE COUNTY

JOB DESCRIPTION

Position Title: Sr. Coordinator Airport Grants and Finance		**Date:** 4/9/06
Position Level: 9	**FLSA Status**: Exempt	**Class Code**: 9-43

GENERAL DESCRIPTION

Responsible for grant and financial tasks pertaining to the Key West International Airport and the Marathon Airport, including Federal Aviation Administration and Florida Department of Transportation Grants and grant projects.

KEY RESPONSIBILITES

1. Administer FAA and FDOT grants. *

2. Assists in planning of grant projects.

3. Prepare Key West Airport budget for Airport Director's approval. *

4. Assist in maintaining JACIP computer based program.

5. Process airline bills on a monthly basis. *

6. Prepare the FAA Annual Financial Report, PFC Quarterly Reports, and FAA Quarterly Grant Reports.*

7. Process grant invoices for payment. *

8. Develop and maintain and use spreadsheets to maintain financial data and generate reports.

9. Process requests to purchase, and Purchase Orders.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: Sr. Coordinator Airports Grants and Finance	**Class Code**:	**Position Level**: 9

Key Job Requirements

Education: Vocational or Technical School required.

Experience: 3 to 5 years

Impact of Actions: Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.

Complexity: Analytic; Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involved identification and analysis of diverse issues.

Decision Making: Analytic: supervision is present to establish and review broad objectives relative to basic position duties or department responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.

Communication with others: Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.

Managerial Skills: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsibility responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

Working Conditions/Physical Efforts: Work requires only minor physical exertion and/or physical strain. Work environment involves limited only infrequent exposure to disagreeable elements. Some travel.

On Call Requirements: On call 24 hours pending disasters

Other: Previous experience in airport grants and finance is helpful.

APPROVALS

Department Head:

Name: PETER HORTON Signature: [signature] Date: 03-24-06

Division Director:

Name: _____ Signature: _____ Date: _____

Deputy *County Administrator*:

Name: Deborah Frederick Signature: [signature] Date: 4/9/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____