

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Airport Documentation Coordinator	<b>Job Code:</b> 2248
<b>Date:</b> October 24, 2022	<b>EEOC Code:</b> OC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is technical, administrative support with responsibility to assist the Airport Division Director and ensure compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations.

**CLASSIFICATION STANDARDS:** This single position classification is responsible to the Airport Division Director and performs all assigned duties under general direction. This work is distinguished by its emphasis on 14 CFR Part 139 airport operations, certification, and documentation regulations, 49 CFR Part 1542 - Airport Security operations, certification, and documentation regulations, and Airport Improvement Program (AIP) documentation requirements.

**ESSENTIAL DUTIES:** Review, monitor, and ensure all airport documentation required under 49 CFR Part 1542, 14 CFR Part 139, and Airport Improvement Program (AIP) is current and applicable; communicate rules, regulations, and procedures to airport users; search rules, regulations, and laws to compile information for managers and the Airport Division Director; prepare varied and basic operational and analytical reports; track and maintain policies and procedures; make recommendations for and compile information regarding security standards and programs; review, and update required TSA reports, Airport Security Program (ASP), and correspondence; review, and update required FAA reports, Airport Certification Manual, and correspondence; maintain appropriate documentation of all Airport Improvement Program (AIP) grants and correspondence; assist Airport Division Director and Airport Section Managers with editing and submitting updates to manuals, technical communications, and formal notices to the FAA, TSA, and airport consultants; locate information as requested by Airport Division employees.

Monitor nationwide alert systems daily for alerts, changes to standards, and revise ASP and/or ACM as appropriate; organize and maintain document archives; label, sort, and categorize documents for ease of use; retrieve documents upon request; coordinate with the Airport Division Director, Airport Operations Manager, and Airport Security Manager on operational or safety changes and revise documentation as appropriate.

May assist managers with program development; track director's schedule; coordinate airport events and meetings; order supplies and equipment; greet and screen visitors; may work on news releases and social media sites; ensure consistency of all division documentation practices; train Airport employees on efficient documentation usage; identify, procure, and utilize storage software and applications for electronic filing; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Associate degree in Airport Management, Aviation or closely related field and 2 years professional airport experience **OR** an equivalent combination of education, training, and experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

**License(s)/Certification(s):** A valid, lawful Driver License is required. Requires Airport Security Coordinator (ASC) certificate within 1 month of hire. AAAE or another recognized airport professional certification preferred.

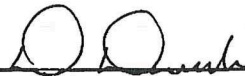
**SELECTION FACTORS:** *Knowledge of:* applicable federal, state, and local laws, codes, rules,

and regulations; airport and aircraft operations, facility security equipment and fixed-base operations; FAA, EPA, and TSA regulatory agency requirements, and other federal and state agencies; safety, security, and emergency responses; operations, functions, and terminology common to the work; advanced English composition, spelling, and grammar. **Skill in:** technical writing, preparing, tracking, locating, and submitting mandatory records; organizing work; practicing trust-building behaviors; using computerized equipment to gather information. **Ability to:** quickly and objectively determine and effectively resolve daily documentation problems; communicate effectively both orally and in writing; deal with the public and airport users in a pleasant, courteous, and calm manner in all circumstances; develop and maintain effective working relationships with the public, coworkers, and superiors; locate technical data and information and put into easily understood language for airport users; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computer, advanced office equipment, radio, phone, aviation-related software, office software, motor vehicle.

**PHYSICAL DEMANDS:** Requires walking, bending, stooping, reaching, pushing, pulling, lifting 20 lbs., and physical strength and agility enough to perform work safely.

**ENVIRONMENTAL FACTORS:** Work is inside with few or no occupational hazards present. May include exposure to high-stress situations, such as strict deadlines, angry airport users, and emergency situations.

  
 \_\_\_\_\_  
 Department Director

10/24/22  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

10/24/2022  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.