

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Administrative Coordinator

**DEPARTMENT:** Administration

**SUPERVISOR:** Director of Finance and Administration

**EFFECTIVE DATE:** April 1, 2019

**PAY LEVEL:** 10 (\$33,087.78 - \$51,121.38)

**PAY CLASSIFICATION:** Non-Exempt

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**DEFINITION:** Under the general supervision of the Director of Finance and Administration and the Manager of Finance and Administration, assists with administration of grants, contracts, leases, vendor compliance, and other functions of the District. Responsibilities include assisting lease and property administration, airport insurance programs, administration of federal and state grant programs, responding to surveys, preparing bid packages, maintaining compliance forms for reporting purposes, and performance of other duties as assigned to meet the administrative needs of the Airport Authority.

**EXAMPLES OF DUTIES:** Assists in the preparation, monitoring, correspondence, and renewing of contracts and leases held by the District. Maintains software for records related to such contracts, leases and other documents. Monitors contractors and lessees to ensure compliance with applicable federal, state, and local regulations.

Maintains and prepares all correspondence with lessees related to compliance with their leases to include, but not limited to, rent increases, certificates of insurance, renewal of leases and other administrative duties for maintenance of the lease files. Maintains the airport's lease database and enters and updates information as needed.

Assists in the administration of the procurement process for the District to include, but not limited to, preparation of bids, vendor follow up, and completion of all compliance documentation. Ensures contractor or vendor compliance with the purchasing policies of the District, state and federal governments.

Coordinates responses to requests for internal and external informational surveys.

Maintains the administration of the airport property and casualty insurance program, including applications, claims and annual inventory.

Assists in the administration of the District's Disadvantage Business Enterprise programs

including annual reporting, monitoring, and other duties as necessary to ensure compliance.

Assists in the preparation, data collection, reporting and monitoring of the federal and state grant programs, including quarterly and annual reports, grant draws, and documentation.

Other duties as assigned.

**QUALIFICATIONS:** Associates Degree in accounting, business or related field is required; however, comparative training/experience may be considered as a substitute for education. Graduation from an accredited four-year college or university with major course work in accounting, finance or business administration and experience at a commercial airport is highly desirable. Three to five years of lease, contract, property management, governmental compliance and/or bid preparation experience. Property/asset management software experience is a plus. Must have a valid Florida driver's license at time of employment.

Must possess strong interpersonal administrative skills and the ability to interface with and effectively communicate with Airport staff, users, tenants, consultants, governmental entities and the general public. Must be able to communicate effectively in both oral and written form. Must possess a detailed working knowledge of Microsoft Office with a primary focus on Microsoft Excel. Should be a self-motivated individual and a team player.

**MISCELLANEOUS REQUIREMENTS:** Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.