

Code: 7090
Operation and Construction Service
River, Harbor and Transportation Group
Airport Operation Series

CLASS TITLE: Administrative Assistant - O'Hare

CHARACTERISTICS OF THE CLASS: Under general supervision, performs various administrative duties in connection with the management of O'Hare International Airport; and performs related duties as required.

EXAMPLES OF DUTIES: Conducts daily reviews of on-going and planned construction and maintenance projects and prepares monthly status reports of airport activities for management review; assists in developing, writing and executing special studies directed at improving airport operations; responds to requests for services and information from airport tenants and meets with them to discuss and resolve problems; represents airport management at meetings as directed; functions as liaison between the Deputy Commissioner's office, central office, airport section heads, and airport tenants; conducts preliminary reviews as directed and prepares recommendations; conducts weekly inspections of the terminal facilities and site areas needing maintenance or repairs and contacts the proper section head for corrective action.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related degree supplemented by three years of progressively responsible administrative experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of departmental rules and regulations. Considerable knowledge of pertinent ordinances, codes, laws and statutes. Thorough knowledge of modern principles and practices as utilized in the maintenance and operation of an airport.

Ability to work with and for the general public. Ability to exercise good judgment in evaluating situations and making decisions. Ability to conduct inspections and recommend corrective actions to improve airport operations.

Strong administrative and analytical skills. Good skills in resolving administrative problems and developing solutions. Good oral and written skills.

November, 1991