



**Gainesville Regional Airport
Human Resources Department
3880 NE 39th Avenue, Suite A
Gainesville, FL 32609**

JOB DESCRIPTION

POSITION: MANAGER, COMMUNICATIONS & HUMAN RESOURCES

DEPARTMENT: ADMINISTRATION (200)

NATURE OF WORK

This is professional work coordinating the distribution of Authority-wide policies. This is also administrative work coordinating the activities of the Airport Authority under the direction of the Chief Executive Officer (CEO).

CLASSIFICATION STANDARDS

Work is performed under the direction of the CEO.

FLSA CLASSIFICATION / SALARY

This is an exempt position with a salary range of \$63,000 to \$90,000

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

1. Assists with on-going policy and procedure initiative including coordinating the distribution of Authority-wide policies.
2. Coordinates the production and distribution of policy manual and policy updates.
3. Assesses, designs, develops, implements, and evaluates all strategic communications plans for Human Resources.
4. Oversees the writing, design, and production of all communication vehicles (print, voice, web, and face-to-face) by presenting Human Resources programs, policies and news throughout the Authority and to prospective employees.
5. Manages various Human Resources related projects.
6. Attends classes/seminars/webinars to keep abreast of ADA, FMLA, Workers' Compensation and Employment Labor Laws. Participate in professional group meetings.
7. Prepares spreadsheet for COLA and payroll deductions to be entered in the employee payroll system.
8. Represents the Airport Authority on the Board of Public Risk Management Group Health Trust and the Property & Casualty General Board or alternate as directed by Airport CEO.
9. Monitors administrative, clerical, and customer service activities of the office staff.

10. Acts as liaison for the Workers' Compensation Program to include submitting injury reports and completing wage history for injured workers who receive workers' compensation benefits.
11. Compiles statistical reports and associated charts where needed.
12. Archives Airport Authority records and complies with applicable statutes.
13. Schedules and attends Authority meetings; prepares agendas, meeting minutes and documents for signature.
14. Places advertisements for job openings, requests for proposals/bids and public meetings on Airport's website and appropriate other websites and publications.
15. Interfaces with Airport Authority board members including the coordination of orientation materials for new members, required Board Member Ethics Training, scheduling committee meetings and coordination of Florida Commission on Ethics Financial Disclosure form submission requirements.
16. Responds to Public Records requests.
17. Prepares documents, exhibits and summary handouts for Board meetings as requested.
18. Assists with Florida Aviation Database (FAD) updates and posts corresponding FAD-required documents to the Airport's website.
19. Coordinates employee benefits on vendors' websites.
20. Posts GACRAA-related updates to flygainesville.com.
21. Presents a positive and professional image at all times.
22. Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

- Assists with budget preparation.
- Performs administrative projects and corresponding analysis.
- Reviews and processes correspondence records and reports.
- Investigates subject matter and prepares replies recommending solutions and courses of action.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree required; Bachelor's degree in Communications or Human Resources related field preferred. Master's Degree preferred. SHRM or PHR certification preferred and two years of responsible local government administrative experience or Human Resources-related experience or any equivalent combination of training and experience.

- Ability to exercise mature, objective judgment and initiative in analyzing problems and recommending solutions both in day-to-day matters and during the stress of emergency situations.
- Ability to make decisions in accordance with policies and procedures.
- Ability to establish and maintain effective working relationships with airport tenants and customers, government agencies, elected officials, and others.
- Ability to compile statistics, decipher pertinent information and present facts clearly and concisely, both orally and in writing.
- Ability to use correct English, spelling, grammar, punctuation and vocabulary.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to prepare clear and concise reports, correspondence and other written materials.
- Ability to establish and maintain effective working relationships with members of the news media.
- Ability to develop presentations using technology and audio-visual aids.
- Ability to function independently, to be flexible, and to work effectively with clients, co-workers and others.
- Must be able to successfully pass a fingerprint-based criminal history records check, TSA Security Threat Assessment and personal background check prior to employment.

LICENSES/CERTIFICATES

- Valid Florida Driver's license required.

NOTES

- Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Consent to random drug testing and optional arbitration of employment duties may be required.
- Must be able to successfully pass a fingerprint-based criminal history records check, TSA Security Threat Assessment and personal background check prior to employment.
- Competence in MS Office Professional software suite is required.
- Must be able to attend meetings outside business hours.

SELECTION FACTORS

- Knowledge of Human Resources best practices and legal requirements.
- Thorough knowledge of office methods, practices, and procedures.

- Knowledge of local government functions, policies, and procedures.
- Ability to oversee and perform a variety of office tasks involving administrative responsibility.
- Ability to record and then transcribe recordings of Authority meetings.
- Excellent PC skills, including Excel, Word and PowerPoint.
- Ability to communicate effectively, both orally and in writing.
- Ability to gather information, maintain accurate records, and prepare complex reports.
- Ability to work effectively with co-workers and the general public.

Chief Executive Officer: _____ / _____
Date