

JOB DESCRIPTION

Job Title: Senior Accounts Payable Specialist

Date: May 5, 2017

Department: Finance

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Accounts Payable

POSITION SUMMARY: Track and reconcile GOAA travel expenses, and process invoices for payment after thorough review. Prepare accounting reports, journal entries and schedules. Track, code, and reconcile Pro-card invoices.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Verify travel reports are properly prepared, substantiated and approved in compliance with the Authority's travel policy. Obtain additional justification of expenses from traveler when necessary.
- Reconcile prepaid travel expense account with general ledger; prepare periodic reports and schedules as required
- Review and monitor processing of approved items for payment in an accurate and timely manner in compliance with GOAA procedures, verifying proper supporting documentation, competitive bidding on purchases, available funding and prior approval by authorized department designee. Ensure proper recording and reporting of approved expenditures and related liabilities. Analyze expenditures for budgetary issues
- Analyze multipart invoices, enter and balance invoice batches into the Oracle system in a high-volume environment, in an accurate and timely manner to comply with payment statutes controlling governmental entities
- Review Pro-card invoices, confirming adherence to policy, and prepare the weekly accrual and monthly entry. Process related wire transfer.
- Assist in follow up and resolution of invoice discrepancies and application issues, general ledger charge codes, etc.
- Analyze and reconcile vendor accounts, analyze un-invoiced receipt report and expenditure reports to determine proper processing
- Prepare weekly, monthly, quarterly and annual reports, journal entries and schedules as directed to maintain accurate financial statements
- Reconcile American Express invoice. Process related wire.
- New vendor set-up and Taxpayer Identification Number (TIN) verification with the IRS.
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in accounting and two (2) years experience utilizing computerized general ledger systems, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Extensive analytical skills
- Extensive knowledge of MS Office or similar software
- Ability to handle multiple responsibilities in a variety of financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationship with employees, vendors, and the general public; deal tactfully and courteously with employees and the general public
- Demonstrated attention to detail

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or identification card

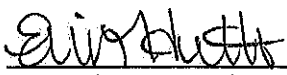
SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

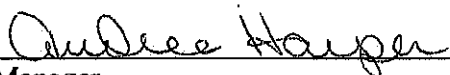
- Contractual and policy related determinations
- Determines the appropriateness of reimbursable expenses claimed as well as the sufficiency of supporting documentation. Determines when a specific issue requires management review.
- Notifies vendors, project managers, travelers, etc. of items considered inappropriate or insufficiently supported
- Exercises considerable independence under moderate supervision

APPROVAL SIGNATURES:




Immediate Supervisor

5/30/2017
Date



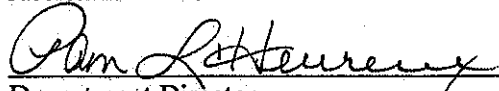
Manager

5.30.17
Date



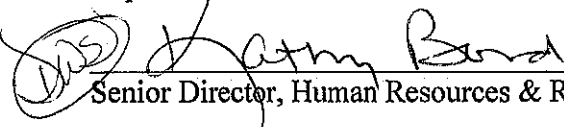
Assistant Director

5.30.17
Date



Department Director

6/6/17
Date



Senior Director, Human Resources & Risk Management

6-16-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Senior Accounts Payable Specialist
Department: Finance

Date: May 5, 2017
Section: 111

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	2
Walking					X	2
Sitting	X				X	3
Lifting					X	2
A. __ 0 - 20 lbs.					X	2
B. __ 21- 50 lbs.					X	2
C. __ 50+ lbs.					X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Audra Hough

Immediate Supervisor

Date

Pam Letourneau

Department Director

Date

6/6/17

Senior Administrative Assistant

Department: Airfield Operations

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Director, Airport Operations (Airfield)

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Airfield Operations department. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records; assist staff at all levels with a broad range of activities, special events and projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform administrative support including, but not limited to answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedule and coordinate meetings and calendars, operate office equipment, type and draft correspondence, and process/distribute mail.
- Serve as Recording Secretary for the assigned meetings including the coordination of meetings; prepare agenda; draft and disseminate associated correspondence; record and transcribe minutes.
- Research various information as needed for Airfield Operations, Wildlife, FAR 139 compliance, etc., as assigned
- Receive, review and approve Movement Area Driving Endorsement (MADE) renewal applications; research eligibility, request additional information if needed and forward to management new applications for approval; maintain an electronic tracking file, and assist in scheduling of Movement Area Driver's Training (MADT) classes; update AOA Safety Violations log, communicate with internal and external agencies and track remedial training.
- Maintain and update a variety of departmental resources, including but not limited to: Airfield Operations Operational Procedures letters, Airport Certification Manual, Airport Emergency Plan, documents for annual FAA 139 inspection, various reports and database maintenance, administrative projects and special events.
- Confirm data and prepare payroll documentation for bi-weekly submittal; maintain all supporting documentation.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel.
- Draft a variety of letters, memos; create and maintain a variety of reports as needed
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Authorized procurement card user; reconcile monthly activity.
- Serve as the liaison between the Authority and vendors for office supplies, office equipment and other purchased items. Verify equipment is in good operating order, submit work orders and coordinate with vendor when repairs are required.
- Authority Authorized Representative (AAR) for the employee uniform purchase program.
- Establish and maintain effective tickler systems as needed.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related field and two (2) years experience in a high-level administrative support work, or an equivalent combination of education, experience, and training. Experience with public sector administrative support preferred.



Senior Administrative Assistant

Department: Airfield Operations

Date: October 15, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking						X	2
Sitting			X				3
Lifting: 0 - 20 lbs						X	1
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

Empty box for supervisor comments.

Signature of Immediate Supervisor and date 10/15/19

Signature of Department Director and date OCT 18, 2019

Signature of Human Resources - Compensation and date 10/25/19



Senior Administrative Assistant

Department: ARFF

Date: March 17, 2021

Title of Immediate Supervisor: Fire Chief

Pay Level: L16

POSITION SUMMARY: Provide complex administrative and project support for the Aircraft Fire Rescue (ARFF), assisting all department personnel at the direction of the Fire Chief. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records; assist staff at all levels with a broad range of activities, special events and projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide administrative support, including but not limited to; answering multiple department telephone extensions, developing and maintaining both physical and electronic filing systems, scheduling and coordinating meetings and calendars, processing/distributing mail, and serving as escort when needed.
- Serve as Recording Secretary for the assigned staff meetings including the coordination of meetings; prepare agenda; draft and disseminate associated correspondence; record and transcribe minutes.
- Assist in researching various information for department and operational purpose as needed.
- Maintain ARFF employee and agency files in the manner required by local, state and federal regulatory agencies.
- Confirm data and prepare complex ARFF payroll documentation for bi-weekly submittal; maintain supporting documents and reports.
- Liaison with ARFF personnel, GOAA HR, and CentraCare to schedule and update annual firefighter physicals, and return to work physicals. Track and file all related documentation per NFPA 1582.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget.
- Authorized procurement card user, reconcile monthly activity.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Draft and assist department personnel in preparing correspondence, reports, budgets, and presentations using computer graphics, word processing and data base programs.
- Assist with coordination of department special events, tours and other special projects.
- Working In conjunction with the Authority's designated records management personnel, responsible for the maintenance, storage, and destruction of department records per applicable policies and regulations.
- Serve as the liaison between the Authority and vendors for the procurement of ARFF firefighting equipment, personal protective equipment (EMS & Firefighting), station equipment and uniforms. Maintain an appropriate ARFF uniform supply.
- Maintain office supplies, office equipment and other purchased items; distribute as needed. Verify equipment is in good operating order, submit and track work orders and coordinate with vendor when repairs are required.
- Establish and maintain effective tracking system for critical department functions such as testing and maintenance of ARFF equipment and personnel physicals.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit travel expense reports.
- Coordinate the annual renewal of all ARFF personnel AOA decals and GOAA badges.
- Provide Notary services as needed
- Perform other duties as assigned.



Senior Administrative Assistant

Department: ARFF

Date: March 17, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting	X					3
Lifting: 0 – 20 lbs				X		2
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle	X					3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

This position requires employee to drive their personal vehicle into AOA area to access work location and is required to maintain a current AOA decal.

[Signature] 4/2/21
Immediate Supervisor Date

[Signature] 04-02-2021
Chief of Operations Date

[Signature] 4/2/2021
Human Resources - Compensation Date



Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L16

POSITION SUMMARY: Provide administrative support to the Assistant Director, Finance and other Finance management staff as assigned. Maintain assigned financial records. Oversee records management for the department. Assist with administrative functions, and provide back-up assistance to the Finance Administrative Assistants.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide administrative support for the Assistant Director, Finance and other Finance management as assigned, including coordinate correspondence, answer/screen telephone calls and direct to appropriate person for response, schedule appointments and maintain calendar, arrange internal and external meetings. Coordinate travel arrangements and process travel documents.
- Draft written correspondence on behalf of the Assistant Director, Finance and other management staff as requested.
- Coordinates typing of the Comprehensive Annual Financial Report (CAFR) and distribution
- Assist with the preparation of the Authority's annual budget, monitor assigned department budget line items, verify correct allocation of funds, prepare related reports.
- Oversee records management for the department. Remain familiar with current state laws, confirm the proper destruction/storage of all documents, and appropriate record retention. Coordinate records destruction with the other Finance Senior Administrative Assistant.
- Maintain tickler file and journal entry log for Finance department, verifying required entries are included and issuing reminders/follow up as necessary.
- Custodian of Finance department fixed assets
- Authorized procurement card user; reconcile monthly procurement card activity.
- Serve as Finance department payroll coordinator, reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Receive incoming cash and checks; counting to confirm amount with department total
- Maintain and order inventory supplies.
- Schedule and coordinate meetings with senior management, consultants, government officials, business and industry representatives.
- Assist and back-up other department administrative staff as needed.
- Serve as a back-up for the preparation of purchase requisitions and releases; prepare service receipts/direct pays as approved.
- Serve as back-up for daily department mail distribution.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma and four (4) years administrative support experience in an office environment handling similar duties, or an equivalent combination of education, training, and experience. Some college preferred. Experience providing support to multiple managers or functions preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 50 CWPM; transcription or speed writing skills required
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Excellent grammar skills
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Proficient in oral and written communications
- Demonstrated ability to handle sensitive and confidential matters
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Proficient in handling cash, good basic arithmetic skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Notary Public preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, banks, airline officials and external auditors, tenants and other Authority departments regarding schedules, etc.
- Set work priorities, make office operations decisions.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Maui Demms 7/2/19
Immediate Supervisor Date

Pam LeHeureux 7/2/19
Department Director Date

[Signature] 7/5/19
Chief Financial Officer Date

[Signature] 7-8-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

Maui Dimm 7/2/19
Immediate Supervisor Date

Pam Letteux 7/2/19
Department Director Date

Cathy Vance 7/5/19
Human Resources - Compensation Date



Senior Administrative Assistant

Department: Board Services

Date: March 1, 2018

Title of Immediate: Director, Board Services

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Board Services department, and other executive and management staff as assigned. Post Sunshine meetings; assist with the preparation for a variety of meetings

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform administrative support including prepare correspondence, copy, scan, file, route correspondence, and other general office duties for the Board Services department and other executive and management staff as assigned. Support may include regular contact with elected officials, community leaders, etc.
- Post Sunshine Meeting information as required, and maintain related records in accordance with established regulations and policies.
- Serve as back-up to schedule, organize and prepare agendas and packages for a variety of meetings including Board and executive staff meetings.
- Assist with calendars for Director, Board Services, Chief Executive Officer, and others as assigned.
- Establish and maintain effective tickler systems.
- Research and compile a variety of information as assigned.
- Authorized procurement card user; reconcile monthly activity.
- Inventory and order departmental office supplies.
- Monitor maintenance of Copy and Postage equipment under contract and track service requests; provides assistance with copy & postage equipment issues.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation.
- Manage the scheduling of 8 conference rooms in the executive offices and annex building; organize and maintain conference rooms in the executive offices; print and update daily calendar as needed for each conference room.
- Assist with special projects or events.
- Serve as back-up for other administrative functions in Executive Administration including but not limited to monitoring the departmental budget, handling office related duties, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and two (2) years experience in high-level administrative support work experience, or an equivalent combination of education, training and experience. Experience with public sector administrative support and/or with Sunshine committee support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 60 CWPM
- Proficient in Microsoft Word, Excel, Outlook and PowerPoint; and other systems as required
- Proficient in oral and written communications in English including grammar and punctuation
- Demonstrated ability to responsibly handle sensitive information
- Demonstrated ability to deal professionally and effectively with high profile individuals
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Demonstrated competency and professionalism, exercising good judgment, initiative, resourcefulness and decision-making skills
- Knowledge of Florida Sunshine meeting law preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

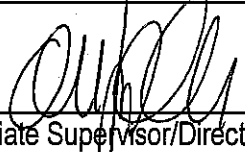
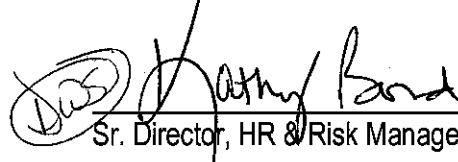

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Exercises considerable independence under general supervision
- Makes independent decisions, following established guidelines/procedures
- Demonstrates good judgment in communicating with executive management, elected officials, community leaders, and other Authority departments regarding schedules, etc.
- Set work priorities, makes office operations decisions.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	3/2/18		3/7/18
Immediate Supervisor/Director	Date	Sr. Director, HR & Risk Management	Date
	3-5-18		
Chief Executive Officer	Date		

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Senior Administrative Assistant

Department: Board Services

Date: March 1, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking						X	2
Sitting		X					3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing						X	3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							

SUPERVISOR COMMENTS:

[Signature] 3/2/18
Immediate Supervisor Date

[Signature] 3/5/18
Chief Executive Officer Date

[Signature] 3/7/18
Human Resources - Compensation Date

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

Title of Immediate: Director, Finance

Pay Level: L16

POSITION SUMMARY: Provide administrative support to the Director, Finance and other Construction Finance management staff as assigned. Maintain assigned financial records. Act as Finance SharePoint administrator; maintain official committee related electronic records.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide administrative support for the Director, Finance and other Construction Finance management as assigned, including coordinate correspondence, answer/screen telephone calls and direct to appropriate person for response, schedule appointments and maintain calendar, arrange internal and external meetings. Coordinate travel arrangements and process travel documents.
- Draft written correspondence on behalf of the Director, Finance and assigned staff as requested. May include organizing complex data.
- Assist with the preparation of the Authority's annual budget, monitor assigned department budget line items, verify correct allocation of funds, prepare related reports.
- Maintain Construction Finance Oversight Committee (CFOC) official records and maintain the electronic filing of these documents. Assist with data entry, scanning and filing for Construction Finance using consistent naming conventions and assigning appropriate meta data. Act as the Finance Department's Sharepoint Administrator, maintaining official records in the electronic format. Coordinate records destruction with the department Records Coordinator.
- Prepare purchase requisitions and releases; prepare service receipts/direct pays as approved.
- Authorized procurement card user; reconcile monthly procurement card activity.
- Perform daily department mail distribution.
- Schedule and coordinate meetings with senior management, consultants, government officials, business and industry representatives.
- Serve as back-up Finance department payroll coordinator, reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Serve as back-up for receipt of incoming cash and checks; counting to confirm amount with department total
- Serve as back up for Sunshine meetings as needed.
- Assist and back-up other department administrative staff as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma and four (4) years administrative support experience in an office environment handling similar duties, or an equivalent combination of education, training, and experience. Some college preferred. Experience providing support to multiple managers or functions preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 50 CWPM; transcription or speed writing skills required
- Proficient in Microsoft Word, Excel, PowerPoint and Outlook required
- Excellent grammar skills

- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Proficient in oral and written communications
- Demonstrated ability to handle sensitive and confidential matters
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Comfortable handling cash, good basic arithmetic skills
- Knowledge of Florida Sunshine meeting law preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida Notary Public preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, banks, airline officials and external auditors, tenants and other Authority departments regarding schedules, etc.
- Set work priorities, makes office operations decisions.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Pam L. Henney 7/2/19
 Immediate Supervisor/Director Date

[Signature] 7/5/19
 Chief Financial Officer Date

[Signature] 7-8-19
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: Finance

Date: June 27, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							

Pam Lheureux 7/2/19
 Immediate Supervisor/Director Date

AVSL 7/5/19
 Chief Financial Officer Date

Cathy Van 7/5/19
 Human Resources - Compensation Date

Senior Administrative Assistant

Department: Information Technology

Date: July 13, 2021

Title of Immediate Supervisor: Director, Information Technology

Pay Level: L16

POSITION SUMMARY: Provide a variety of complex administrative support for the Director, Information Technology and Department Managers as assigned. Assist with a broad range of activities including but not limited to: coordinating interdepartmental processing and approval processes for professional services invoices, IT change management, contract/agreement documentation, vendor relations, and other departmental activities.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide administrative support, including but not limited to: answering multiple phone lines, drafting documents, developing and maintaining both physical and electronic filing systems, scheduling and coordinating meetings and calendars, processing/distributing mail, and ordering office supplies when needed.
- Coordinate IT Governance Council meetings as requested; schedule meeting, compile/distribute agenda and presentation materials, record minutes, task instructions and follow-up, maintain minutes/documentation, etc. Coordinate the schedule for deliverables.
- Process IT Professional Services invoices; verify invoice amounts against applicable contract/agreement; distribute and monitor approval workflow; coordinate invoice processing with Finance.
- Coordinate weekly IT Change Management Review group meetings; manage calendar, record minutes, and updating events as needed.
- Prepare staff training documentation for approval process with Director. Coordinate travel schedules and arrangements; reconcile, prepare and submit travel expense reports.
- Organize and maintain contract/agreement files for multiple ongoing programs and activities. Track and verify completeness of files as required.
- Designated by the Director as the single point of contact department coordinator for the processing and approval of internal communications, reports and presentations, contracts, and agreements. Track document progress and update department staff as needed.
- Maintain office supplies, office equipment, and other purchased items; distribute as needed. Verify equipment is in good operating order; submit and track work orders, and coordinate with vendor when repairs are required.
- Provide a variety of project assistance to Director and management staff. May include organizing complex data, designing spreadsheets, etc. Often requires compiling and evaluating data from multiple sources into presentations or reports; researching information using independence regarding sources.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related field and two (2) years experience in a high level administrative support environment, or an equivalent combination of education, training, and experience. Experience with technical administrative support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 cwpm
- Excellent and professional oral and written communication in English including grammar and punctuation skills required

- Advanced organizational skills required
- Demonstrated administrative skills and attention to detail
- Intermediate computer skills and proficient in Microsoft Office programs.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to interact effectively with employees, various departments and other individuals
- Demonstrated ability to maintain confidentiality and manage proprietary information and sensitive situations
- Demonstrated ability to work independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


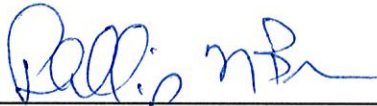

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Has latitude to use independent judgment concerning normal daily routines, such as paying small invoices, ordering office supplies, scheduling meetings, and other duties
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 <hr/> Immediate Supervisor/Director	7/27/2021 <hr/> Date	 <hr/> Chief Executive Officer	7-29-2021 <hr/> Date
 <hr/> Sr. Director, HR & Risk Management	<hr/> Date		

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: Information Technology

Date: July 13, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				2
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor

 7/27/2021
 Date


 Chief Executive Officer

 7-29-2021
 Date


 Human Resources - Compensation

 7/30/2021
 Date

JOB DESCRIPTION

Job Title: Senior Administrative Assistant

Date: January 26, 2018

Department: Marketing & Air Service Development (ASD)

Grade/Level: Non-Exempt; L16

Title of Immediate Supervisor: Sr. Director, Marketing &
Air Service Development

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Provides administrative, budget and project support for the Marketing department. Assists staff at all levels with a broad range of activities, special events and projects.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Process all financial transactions for the department including, but not limited to, create and process purchase orders, requisitions, direct pays and procurement card purchases; prepare related reconciliations and reports including reconciliation of advertising placement and billing.
- Prepare and monitor department budget, confirm correct allocation of funds and prepare related reports and analyses; verify contract invoices are correct and accurate before submitting for approval.
- Provide administrative support including, but not limited to, answer multiple department telephone extensions, maintain both physical and electronic filing systems, prepare and maintain payroll documentation, operate office equipment including photocopiers and scanners, type and draft correspondence, schedule meetings, and process/distribute mail.
- For department related travel, research domestic and international travel and event plans, create travel request forms, process complex post-travel expense reports and submit to Finance/Travel Services. Provide travelers with a detailed travel itinerary that includes all dates, times, transportation arrangements, confirmation numbers, event reservation information and attendees, etc. Travel is frequently international, requiring conversion of monetary units, time zones, etc.
- Maintain department travel request spreadsheet to confirm actual spent is in-line with budgeted costs and total spent is on track for the year.
- May draft portions of professional service agreements and other proposals for management review.
- Update and maintain marketing contacts in current customer relationship management system.
- Maintain inventory of promotional items; research and make recommendations for the procurement of new promotional items.
- Assist with events, "Meet and Greets", meetings and preparation of briefings for airline representatives and others.
- Maintenance, storage, and destruction of department records, per applicable policies, regulations, and working in conjunction with designated Aviation Authority records management personnel.
- Assist with the research for and preparation of briefings and reports.
- Gather a variety of information for department as assigned.
- Perform other duties as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree and two (2) years administrative and budget experience supporting multiple professional and management level staff; or an equivalent combination of education, training and experience. Experience reconciling a department budget required.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated strong organizational and time management skills
- Advanced level user of Microsoft office products - Word, Excel, PowerPoint
- Experience with Oracle (accounting), Hyperion (budgeting), Kronos (timekeeping) and Salesforce (customer relationship management system) preferred
- Ability to multi-task
- Accurate proofreader, attention to detail
- Understanding of aviation/airline industry desirable
- Ability to communicate clearly and effectively with all levels of customers both internally and externally
- Typing – CWPM 50 required

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

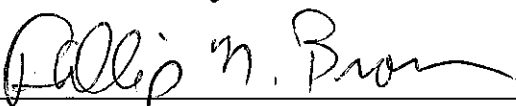
- Works under general supervision with considerable independence
- Makes independent decisions in accordance with established guidelines/procedures

APPROVAL SIGNATURES:



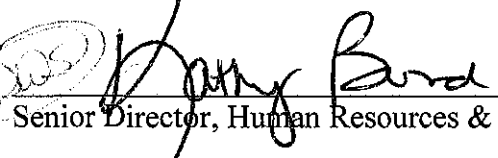
Immediate Supervisor – Sr. Director

1/29/18
Date



Chief Executive Officer

1-29-18
Date



Senior Director, Human Resources & Risk Management

2-2-18
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Senior Administrative Assistant
Department Marketing & Air Service Development

Date January 26, 2018
Section 311

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3
Company/Personal Vehicle				X		3

Supervisor Comments:

Victor Javaldo
 Immediate Supervisor
Victor Javaldo
 Human Resources (Compensation)

1/29/18
 Date
2/2/18
 Date

Greg M. P.
 Chief Executive Officer
1-29-18
 Date

Senior Administrative Assistant

Department: OEA General Aviation

Date: February 12, 2019

Title of Immediate Supervisor: Director, OEA General Aviation

Pay Level: L16

POSITION SUMMARY: Provide overall administrative support to the Director, General Aviation and Orlando Executive Airport's (OEA) general administrative and office management areas. Serve as OEA budget coordinator for the department and recording secretary for the OEA Advisory Committee (Sunshine Committee). Coordinate a broad range of activities, special events and projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform administrative support including, but not limited to answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedules and calendars, operate office equipment, type and draft correspondence, order subscriptions and publications, and process/distribute mail.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit expense reports.
- Serve as OEA's budget coordinator, requiring attendance at all related meetings. Assist in data gathering and after initial input, prepare/monitor budget for OEA divisions. Assist in proper allocation and utilization of OEA's funds.
- Assist in research and coordination of purchases, process purchases and payments with Procurement Cards and complete related transaction logs.
- Process invoices and generate reports utilizing the Oracle system. Process direct pays for payment of invoices, emergency purchase orders. Liaison with Accounts Receivable regarding delinquent OEA accounts. Monitor and order office supplies.
- Confirm payroll data and prepare documentation for bi-weekly submittal; maintain all supporting documentation.
- Prepare GOAA Board items and presentations. Perform recording duties for OEA Advisory Committee, prepare agendas and packages, transcribe and distribute minutes in accordance with Sunshine regulations.
- Gather data, compile and maintain monthly and annual statistics of OEA and other GA airports' air traffic operations, fuel flow statistics, and based aircraft; and distribute as appropriate.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel.
- Schedule and coordinate meetings and special events at OEA and conventions where OEA exhibits.
- Maintain records for OEA leases and space use agreements. Prepare and submit proposed lease agreements/changes and Facilities Use Agreements, including any insurance or additional compliance issues and request for payment. Enter related information via PropWorks Financial Applications Program.
- Monitor OEA office radio frequency and operate two-way radio to communicate with staff.
- OEA liaison with Information Technology department regarding computer/telephone equipment matters. Submit work orders, order supplies and equipment.
- Interact with tenants, vendors, staff, community leaders, and state and federal officials, providing general information as requested. Contact vendors for pest control, utilities, etc. as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and two (2) years experience in high-level administrative support work experience, or an equivalent combination of education, training and experience. Experience with public sector administrative support and/or with Sunshine committee support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 wpm; transcription 35 CWPM or other acceptable method
- Knowledge of Florida Sunshine meeting law preferred
- Proficient computer skills to include: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required, and experience with PropWorks, Oracle, Clarity, and Electronic Payroll programs preferred
- Demonstrated ability to responsibly handle sensitive information
- Excellent grammar skills
- Good oral and written communication skills and the ability to interact with various departments, vendors and other high profile individuals
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Basic arithmetic skills
- Must be capable of properly operating field communications equipment (two-way radio, etc.) and speaking clearly in English when operating such equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Licensed as a State certified Notary Public at time of hire/promotion or must be obtained within 6 months

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

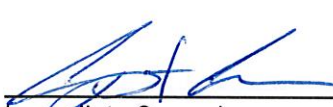

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Administrative, secretarial and monetary decisions of a routine nature within the guidelines of policy and procedure
- Exercises considerable independence under general supervision
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


2/12/19

2-15-2019
 Immediate Supervisor Date
Department Senior Director Date


2-20-19
 Sr. Director, HR & Risk Management Date



FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: OEA General Aviation

Date: February 12, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting: 0 – 20 lbs					X		2
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head					X		2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
Two-way radio			X				3

SUPERVISOR COMMENTS:

 Immediate Supervisor

Date

2/12/19


 Department Senior Director

Date

02/15/2019


 Human Resources - Compensation

Date

2/19/19



Senior Administrative Assistant

Department: Planning

Date: January 4, 2021

Title of Immediate Supervisor: Director, Planning & Development

Pay Level: L16

POSITION SUMMARY: Provide a variety of complex administrative support for the Director and Department Managers for the Planning, Commercial Properties and Environmental departments as assigned. Maintain complex project documents; coordinate interdepartmental processing and approval processes for legal documents, contracts, etc.; draft, proofread and edit documents and reports.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide general administrative assistance to the Director and department staff. Assistance may include but not limited to: scheduling and maintaining calendars, preparing appropriate materials for scheduled meetings, answering multiple telephone lines, open/distribution of mail.
- Designated by the Director as the single point of contact department coordinator for the processing and approval of internal communications, reports and presentations, contracts and agreements. Track document progress and update department staff as needed.
- Organize and maintain a variety of complex files, including business and litigation case files, contract files, project files, communication files, etc. for multiple ongoing programs and activities. Track and verify completeness of files, including final and draft documents, legal review of documents, communications, financial reports, payment and performance bonds, insurance certificates, licenses and permits as required.
- Coordinate with Department Managers and others to collect, edit and record Board and Committee agenda materials received for processing and approval of Executive Management.
- Coordinate with Board Services and Committee coordinators for the processing and approval of Board and Committee agenda materials including memos, exhibits, reports, and presentations.
- Attend meetings as requested to record minutes, task instructions, requested amendments, etc. Coordinate the schedule for deliverables and the submittal and approval process.
- Research, draft, proofread and edit a variety of documents, reports and correspondence. Gather documents and verify data for letters, briefings, presentations and reports.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets, reports, and project records as needed.
- Prepare agendas, schedule meetings and conference calls and manage the Director's calendar.
- Authorized procurement card user, reconcile monthly activity.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, and purchase orders; complete, process and maintain all related documentation within established timeframes.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget.
- Coordinate travel schedules and arrangements; reconcile, prepare and submit travel expense reports.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel
- Serve as the department Payroll Coordinator.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or a related field and two (2) years experience in a high level administrative support environment, including maintaining electronic case, contract or project files, taking and transcribing meeting minutes and processing legal transactions or an equivalent combination of education, training, and experience. Experience with public sector administrative support preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing 50 CWPM
- Excellent organizational skills
- Demonstrated administrative skills and attention to detail
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Able to work effectively in a busy office environment
- Able to read, write and interpret basic legal and financial information
- Ability to interact effectively with executives, professionals, employees, and other individuals
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Intermediate computer skills and proficient in Microsoft Office programs required, experience using Oracle Financials and an electronic timekeeping system a plus
- Demonstrated ability to work with confidential information and executive level matters.
- Demonstrated ability to work independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

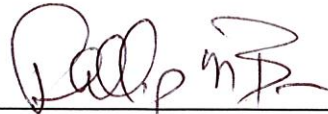
- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc
- Set work priorities and make office operations decisions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/Director 1/12/21
Date



Chief Executive Officer 1-22-2021
Date



Sr. Director HR & Risk Management 1-26-21
Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A



Senior Administrative Assistant

Department: Planning

Date: January 4, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

1/12/21
Immediate Supervisor/Director Date

1-22-2021
Chief Executive Officer Date

1/26/21
Human Resources - Compensation Date



Senior Administrative Assistant

Department: Public Affairs

Date: June 6, 2018

Title of Immediate Supervisor: Senior Director, Public Affairs

Pay Level: L16

POSITION SUMMARY: Provides administrative support to the Senior Director and project support for the Public Affairs department. Coordinate a broad range of activities, special events and projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide administrative support including, but not limited to, answer multiple department telephone extensions, maintain both physical and electronic filing systems, schedules and calendars, operate office equipment, type and draft correspondence, and process/distribute mail
- Monitor department budget, confirm correct allocation of funds and prepare related reports and analyses; verify contract invoices are correct and accurate before submitting for approval
- Provide meeting support for GOAA Art Committee, the Internal Communications Committee, and other meetings as assigned, including but not limited to taking minutes, schedule rooms, prepare agendas, prepare PowerPoint presentations, schedule presentation for committees, arrange travel schedules, etc.
- Authorized procurement card user; reconcile monthly activity for several department procurement cards
- Research and coordinate response of media calls; record in the Public Affairs Report; develop and compile year-end report
- Serve as a backup in the Oracle procurement process including purchase requisition and releases for assigned professional services; prepare service receipts/direct pays as approved; complete process and maintain related documents
- Coordinate the department's uniform program to include fitting, ordering, payment, and receiving, as well as the Authority's branded materials
- Order office supplies and collateral materials; coordinate maintenance work orders, office repairs, etc.
- Plan, coordinate and oversee the Hometown Heroes project, the College Sports display and other special events as assigned; work independently to manage details such as exhibit displays, room reservations, scheduling speakers, preparing agendas, planning and ordering refreshments, planning room set up, and addressing any issues in order to maintain the success of the event; may monitor/reconcile event budget
- Coordinate community/civic/international/industry briefings, outreach events, and Authority's Speakers Bureau; serve as liaison to community organizations, assist with scheduling, agendas, refreshments, room set-up, arrange speakers, coordinate program, etc.
- Serve as a backup department payroll clerk, review and verify system data in accordance with policies and procedures for supervisor review and approval
- Draft and update biographies for Directors, Senior Directors, and Board Members; draft community information pieces
- May be assigned to greet arriving diplomats/dignitaries
- Assist as assigned with crisis management response – all department staff expected to be available to respond in terms of media, public and employee information; on-call for airport emergencies as required
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

High School graduate and four (4) years administrative experience in an office environment handling similar duties including meeting minutes and agendas, or an equivalent combination of education, training, and experience. Some college preferred. Experience providing support to multiple managers or functions preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Type 60 CWPM; transcription 35 CWPM or other acceptable method
- Proficient in Microsoft Word, Excel, and Outlook
- Proficient in oral and written communications
- Demonstrated ability to maintain confidentiality
- Demonstrated attention to detail and strong organizational, administrative, and communication skills
- Strong working knowledge of Microsoft Office
- Must be flexible in accommodating continual interruptions for information, etc.
- Good customer relations skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

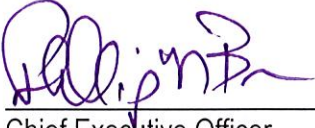
- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Make decisions regarding numerous work priorities and some budget designations. Set work priorities and make office operations decisions.
- Keep time and calendar, using judgment in directing inquiries, requests or information
- Make judgments regarding conveyance of pertinent information to staff members
- Handle situations with an understanding of media protocol

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APPROVAL SIGNATURES:



Immediate Supervisor/Sr. Director Date

 7-20-18

Chief Executive Officer Date

 7-19-18

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Administrative Support

Shift Premium: N/A

Rotating Shift: N/A



Senior Administrative Assistant

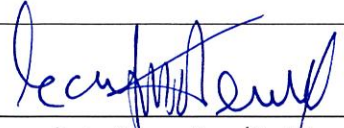
Department: Public Affairs

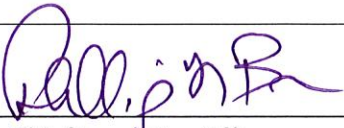
Date: June 6, 2018

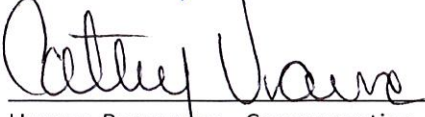
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting		X					3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head					X		2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							

SUPERVISOR COMMENTS:

 8/6/18
 Immediate Supervisor/Sr. Director Date

 7-20-18
 Chief Executive Officer Date

 7/19/18
 Human Resources - Compensation Date

Senior Administrative Assistant

Department: Risk Management

Date: August 13, 2019

Title of Immediate Supervisor: Director, Risk Management

Pay Level: L16

POSITION SUMMARY: Provide complex administrative support to the Director, Risk Management, and the Risk Management Department. Prepare updates to Aviation Authority Policies and Procedures for approval by senior management and the Aviation Authority Board. Develop, maintain and monitor basic to complex logs, records, spreadsheets and reports.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Maintain, revise and track GOAA policies and distribute for review. Coordinate review of all policies every two (2) years in accordance with Compose memoranda for review by senior management, Chief Executive Officer and Aviation Authority Board. Distribute approved policies to all employees, legal counsel, union representatives, etc. as required, within established time limits.
- Maintain current and revised policies on the Aviation Authority intranet; maintain historical policy files.
- Provide administrative support which may include but is not limited to: maintain calendars, compose/draft correspondence, answer multiple telephone lines, process travel requests and reconcile travel forms, coordinate travel schedules, organize, maintain, and manage files and filing systems, mail distribution, etc.
- Develop, maintain and monitor basic to complex logs, records, spreadsheets and reports as needed.
- Serve as department Payroll Coordinator reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Assist with annual department budget preparation; responsible for assigned department budget lines; monitor and reconcile assigned accounts; notify management of discrepancies/shortages.
- Serve as department Records Management Coordinator. Maintain records for storage, prepare files for offsite storage and related documentation, and prepare documentation for proper destruction in accordance with applicable policies and regulations; work in conjunction with Aviation Authority's designated records management personnel.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes; run financial system reports; submit accruals and request closure of purchase orders at fiscal year-end.
- Authorized procurement card user; reconcile monthly activity; order supplies and equipment.
- May reconcile and process for payment department legal invoices.
- Perform other duties as assigned, including special projects for senior management.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration or related field and two (2) years experience in an advanced administrative capacity, or an equivalent combination of education, training and experience. Experience updating and maintaining agency wide documents preferred. Public records and public entity experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 60 wpm
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Advanced organizational skills required

- Advanced Word and Excel skills and experience with Outlook required. SharePoint and Oracle experience preferred
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Demonstrated administrative skills and attention to detail
- Demonstrated ability to work with confidential information and executive level matters
- Ability to interact effectively with employees, various departments and other individuals

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Exercises considerable independence under general supervision
- Makes independent decisions following established guidelines/procedures
- Demonstrate good judgment in communicating with senior management, consultants, customers, and other Authority departments regarding schedules, event changes, etc.
- Set work priorities and make office operations decisions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Deborah Silves *8/13/19*
 Immediate Supervisor/Director Date

Anthony E Bond *8-13-19*
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: Risk Management

Date: August 13, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

Deborah Silves 8/13/19

 Immediate Supervisor/Director Date

Gregory Bond 8/13/19

 Senior Director Date

Cathy Vance 8/13/19

 Human Resources - Compensation Date

Senior Administrative Assistant

Department: Security

Date: September 9, 2020

Title of Immediate Supervisor: Director, Security

Pay Level: L16

POSITION SUMMARY: Provide complex administrative and project support for the Security department, assisting all department personnel at the direction of the Director. Assist with a variety of research, documentation, and report development/maintenance. Maintain assigned records; assist staff at all levels with a broad range of activities, special events and projects.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provide administrative support, including: but not limited to answering multiple department telephone extensions, developing and maintaining both physical and electronic filing systems, scheduling and coordinating meetings and calendars, processing/distributing mail, and serving as escort when needed.
- Monitor the department budget, verify correct allocation of funds, prepare related reports, and research items as necessary. May assist with projections and other research as needed to prepare the new budget. Work closely with Manager, Security Contracts and the Purchasing Department in monitoring the budget for Security Area Monitor and Personnel Screening Services contracts.
- Coordinate travel schedules, make travel arrangements; reconcile, prepare and submit complex expense reports.
- Draft and assist department personnel in preparing correspondence, reports, and presentations using computer graphics, word processing and data base programs.
- Serve as department Payroll Coordinator reviewing and verifying system data in accordance with policies and procedures for supervisor review and approval.
- Manage the Oracle procurement process from requisition through payment, appropriately utilizing requisitions, direct pays, fund releases, purchase orders, etc.; complete, process and maintain all related documentation within established timeframes.
- Authorized procurement card user; reconcile monthly activity; order supplies and equipment.
- Responsible for the maintenance, storage, and destruction of department records, per applicable policies and regulations, and working in conjunction with the Authority's designated records management personnel
- Oversee and update the daily and monthly Vendor list for Concessionaires and Vendors to have access under the terminal.
- Prepare hard copies and electronic copies of the Airport Security Program (ASP) manual.
- Oversee, coordinate and maintain the Terminal Access Permit Program, core parking assignments and Annex Parking Permit program.
- Coordinate with airline managers, OPD, TSA and GOAA on a monthly basis to prepare monthly PowerPoint presentation and record minutes for the Airport Management Council and Security Meeting.
- Coordinate and prepare the Consortium Meeting on a monthly basis and schedule a variety of other meetings as needed.
- Act as the airport focal point for gate passes for VIP's and Vendors by confirming access eligibility through TSA issued lists
- Work as a liaison with the TSA K-9 EDCT Coordinator to prepare the K-9 reimbursement program and the OPD to prepare the OPD reimbursement program each month. Coordinate with Finance as it relates to the reimbursement programs.
- Responsible for additional administrative duties, including but not limited to, notary services, HR newsletter reporter, coordination of Annex fire drills, lobbyist activities, CBP activities and vending machine activities.
- Assist the Director with the development and documentation of strategic security planning and initiatives.

- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School diploma or GED and three (3) years experience in a high level administrative support environment handling similar duties, or an equivalent combination of education, training, and secretarial experience. Associate degree and experience with public sector administrative support preferred

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Typing minimum - 50 cwpm
- Demonstrated administrative skills and attention to detail
- Excellent and professional oral and written communication in English including grammar and punctuation skills required
- Advanced organizational skills and interpersonal skills
- Handling of sensitive security documents
- Intermediate computer skills and proficient in Microsoft applications to include Word, Powerpoint, Access and Excel
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to interact effectively with employees, various departments and other individuals
- Demonstrated ability to work independently

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Notary Public required at time of hire or must be obtained within 12 months

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Has latitude to use independent judgment concerning normal daily routines, such as paying small invoices, ordering office supplies, scheduling meetings and other duties.
- Exercises considerable independence under general supervision.
- Makes routine decisions following established guidelines/procedures.
- Set work priorities and make office operations decisions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 10/5/2020

Immediate Supervisor/Director Date

 10-06-2020

Department Senior Director Date

 12-9-2020

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Administrative Support

Rotating Shift: N/A

Senior Administrative Assistant

Department: Security


Date: September 9, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							


10-5-2020
 Immediate Supervisor/Director Date


10-06-2020
 Department Senior Director Date


10/13/20
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Administrative Assistant

Date: May 25, 2014

Department: Small Business Development

Grade/Level: Non-Exempt; L16

Title of Immediate Supervisor: Director, Small Business
Development

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Provides administrative support to the Director; plans and coordinates department events; maintains department certification database, provides initial contact for the certification process.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Provide administrative support to the department Director, including but not limited to: schedule meetings, greet visitors, answer incoming telephone calls, draft correspondence and department memoranda, prepare travel and expense reconciliation, etc.
- Coordinate various events, including the annual 500 attendee "Doing Business With GOAA". As appropriate for each event, may: establish timelines and monitor progress for space reservation, invitations and RSVP's, advertising, badges, table signs and directional signage, room layout, competitions with trophies and awards, refreshments, volunteers, audio equipment, parking, clean up and take-down, post event thank you's and give-aways. Research, order, prepare and troubleshoot items (badges, give-aways, thank-you's, printing, graphics, etc.). Coordinate the permitting required for some events.
- Maintain agreement and certification records for all companies, establishing as appropriate in ECM, per state and federal regulations. Serve as department records retention coordinator.
- Maintain department DBE Manager database, including setting up new companies, preparing reports, and making changes as appropriate.
- Assist with the certification process. Receive and review new submittals via email or delivered in person; log into spreadsheet and system as appropriate based on type and new/renewal status; flag missing items/information for the Certification Specialist. Provide management with documentation of company certification by searching City and State websites.
- Run reports to track expiring documents, send notices at 60 and 45 days. Follow up extensive returned mail receipts to determine why they were not delivered.
- Assist during budget process and monitors O&M budget. Process departmental invoices for payments, prepare requisitions for equipment/services, prepare purchase requisitions on Oracle Systems.
- Prepare payroll and related reports for department employees, including but not limited to leave requests, short term disability, and long term disability.
- Serve as department representative for fixed assets and capital equipment inventory.
- Prepare and track policy and procedure updates.
- Serve as back-up for building receptionist.
- Complete special projects and perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in business or a related area and two (2) years of administrative support experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Excellent customer service skills, demonstrated ability to exercise courtesy and diplomacy
- Written and verbal communication abilities
- Advanced computer skills, proficient with Microsoft Word, Excel, Outlook and PowerPoint. Familiarity with Oracle desirable.
- Secretarial skills including 50 wpm typing and Dictaphone proficiency
- Able to work independently
- Excellent attention to detail
- Excellent organizational skills

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

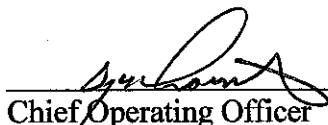
- Exercises considerable independence, under general supervision
- Makes independent decisions in accordance with established guidelines/procedures

APPROVAL SIGNATURES:



Immediate Supervisor (Department Director)

5/27/14
Date



Chief Operating Officer

5-29-14
Date



Director of Human Resources

6-2-14
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Senior Administrative Assistant
 Department Small Business Development

Date May 25, 2014
 Section: 008

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

	<u>Frequency</u>
Constant	- More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent	- 51-80% (4 1/2-6 hours per 8 hour day)
Frequent	- 21-50% (2 1/2-4 hours per 8 hour day)
Occasional	- 6-20% (1-2 hours per 8 hour day)
Rare	- 0-5% (Less than 1 hour per 8 hour day)

<u>Importance</u>
3 - Critical part of Job; can't be done any other way
2 - Important, but may be performed in some other way
1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting		X				3
Lifting A. __ 0 - 20 lbs.			X			2
B. __ 21- 50 lbs.				X		2
C. __ 50+ lbs.					X	1
Bending/Stooping				X		1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing		X				3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Constant**
Very Frequent
Frequent
Occasional
Rare

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all
- Occasional**
Rare
Importance

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Drive GOAA pool vehicles				X		3
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

M. Michelle Johnson
 Immediate Supervisor (Department Director)

5/27/14
 Date

[Signature]
 Chief Operating Officer

Date

JOB DESCRIPTION

Job Title: Senior Analyst, Parking Revenue

Date: September 12, 2014

Department: Parking Operations

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Parking and Transportation Contracts

POSITION SUMMARY: Ensures that controls external to the Parking Revenue Control System (PRCS) are in place and being enforced to capture all revenue. Analyzes the data provided by the Parking and Ground Transportation Systems Auditor, the Parking Revenue Analyst, the parking operator's daily and quarterly audits, and the secondary audits. Defines, recommends and implements procedures to address the control risks identified in the analysis of all parking data generated by the department and parking operator. Provides management reports of the department's revenue control performance, identified risks, and recommended remedies.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Analyzes parking activity to determine risk exposure of parking revenue loss due to procedural deficiencies, lack of compliance with revenue control processes, or other related factors.
- Identify reporting requirement changes based on risk exposure found in data generated by the Parking and Ground Transportation Systems Auditor and parking audits.
- Analyze the data generated by the PRCS. Generate activity reports to analyze operator performance and refer to the Parking and GT Systems Auditor any system performance issues found during the audit.
- Monitor parking contractor's adherence to approved policy and procedural standards in relation to revenue collection
- Audit tickets ("secondary audits") and review exceptions to be sure they are legitimate and have been correctly processed and recorded. Determine the scope and sample size of each audit
- Audit validations to ensure they are legitimate, and that GOAA has received appropriate payment
- Participate in annual parking revenue and expense budget development
- Complete daily audit of the license plate recognition systems
- Performs trending analysis
- Work closely with the Parking and GT Systems Auditor in researching discrepancies and with the Manager, Systems Construction in system testing and reconciling reports.
- Trains and may assist the Analyst, Parking Revenue at times
- Develop and maintain management and departmental reports, including Historical OIA Parking statistics.
- Primary contact for parking revenue, contractor budgetary issues and invoice processing
- Perform financial analysis and audit functions
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Accounting and/or Business, and three (3) years experience in accounting and system auditing or an equivalent combination of education, training and experience. Experience specific to parking finance and system reporting (PRCS in particular) is strongly desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Computer skills – proficient in Microsoft Word and Excel
- Thorough understanding of PRCS system reporting, determining which data fields should be used in various studies
- Knowledge/understanding of Parking Revenue Control Systems
- Strong analytical skills and attention to detail
- Effective communications skills, both verbal and written
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver’s license


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situation where this position might exercise independent judgment and make decisions.)*

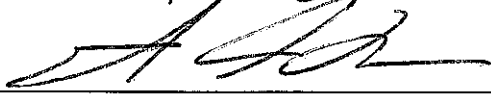
- Judgment used to analyze variety of data and assess risk/possibility of revenue loss; develop and recommend remedies
- Works independently under general supervision
- Makes independent decisions based on established policy

APPROVAL SIGNATURES:



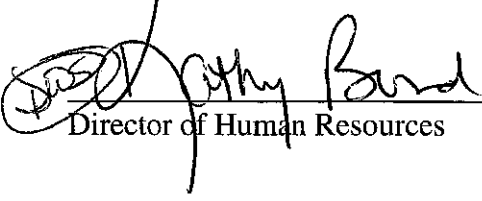
 Immediate Supervisor

9/12/14
 Date



 Department Director

09-12-2014
 Date



 Director of Human Resources

9-24-14
 Date

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Senior Analyst, Parking Revenue
 Department Parking Operations

Date September 12, 2014
 Section 234

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting				X		3
A. ___ 0 - 20 lbs.					X	2
B. ___ 21- 50 lbs.					X	2
C. ___ 50+ lbs.						2
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing		X				2
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

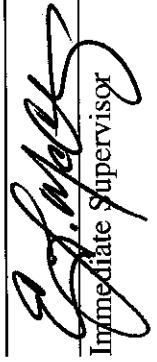
Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA Vehicle					X	2
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:


 Immediate Supervisor

9/12/14
 Date


 Department Director

9-12-2014
 Date

Senior Applications Systems Analyst Programmer (EAM)

Department: Information Technology

Date: September 17, 2018

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

POSITION SUMMARY: Responsible for analysis and development of process automation concepts and options, assessment of associated costs and benefits, preparation of automated systems and components acquisition documents or design and test documents, selected software development, and user training and sustaining support. These processes support multiple disciplines including: planning, engineering, operations, and properties, and address both business and technical data. Assess software, product, or service (COTS or custom) capabilities and suggest alternatives considering cost and effectiveness.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Develop and maintain effective relationships with Information Technology customers and Information Technology team members.
- Provide ongoing support for products and related custom objects/processes created. Prepare training documents, conduct training sessions and provide continuing support.
- Perform product, system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative support for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology, or related field and five (5) years of recent experience designing and implementing Maximo solutions, or an equivalent combination of education, training and experience. Work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst. Solid knowledge of J2EE web application architecture, development and underlying technologies; Experience in business reporting, analytics and business information systems; Experience with Oracle or SQL database principles including ability to write and analyze complex queries; Working knowledge of SOA are preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience in all aspects of Maximo EAM Administration
- Solid understanding of system design and workflow analysis
- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes stressful environment.
- Excellent verbal and written communication skills.
- Attention to detail, a self-starter and the ability to take initiative.
- Demonstrated ability to plan and manage multiple projects simultaneously.
- Demonstrated experience using one or more leading analysis and development methodologies.
- Demonstrated experience in developing and supporting large multi-tier applications and interfaces with various RDBMS (Oracle, SQL Server, and Access) on Windows or LINUX environments with a technical understanding of file system structure.
- Able to work with customers and peers to elicit all requirements needed to implement capabilities
- Ability to effectively analyze and evaluate issues and data challenges
- Able to troubleshoot error messages and performance problems
- Able to write KPIs and Workflows (to include notifications) to meet customer and internal needs
- Able to perform advanced screen configurations and building custom applications
- Able to modify objects, domains, database attributes and build object relationships
- Able to build classification/specification tables and other tables to facilitate the greatest level of data sorting
- Able to write custom queries for both search functions (data review) and custom reports (BIRT Report, Cognos or similar report writing tools)
- Able to produce technical designs and/or code for JAVA extensions; write Maximo custom classes
- Demonstrate significant experience developing and supporting software solutions in Oracle PL/SQL or a comparable relational database platform
- Configuration and support WebSphere application servers and components
- Demonstrate strong knowledge of JAVA development in Maximo and JAVA class file structure.
- Able to effectively integrate Maximo with other database systems.
- Able to work with the Email listener, MIF, and Service/ Material Request module to meet client needs.
- Able to write business rules using RulesManager product.
- Ability to work on-call/weekends as needed to maintain critical operations.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None


LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

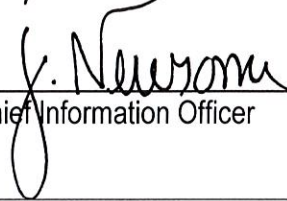
- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data.
- Work very independently with little supervision or direction, substantial latitude in initiative and authority

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 2/22/19
Immediate Supervisor Date

 2-22-2019
Department Manager Date

 2.22.19
Chief Information Officer Date

 2-25-19
Sr. Director, HR & Risk Management Date



FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

Senior Applications Systems Analyst Programmer (EAM)

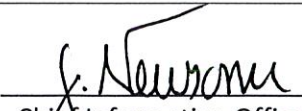
Department: Information Technology

Date: September 17, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						
SUPERVISOR COMMENTS:						


 2/22/19
 Immediate Supervisor Date


 2.22.19
 Chief Information Officer Date


 2/22/19
 Human Resources - Compensation Date



Senior Applications Systems Analyst Programmer (ECM)

Department: Information Technology

Date: August 23, 2018

Title of Immediate Supervisor: Assistant Manager, Business Automation

Pay Level: L29

POSITION SUMMARY: Responsible for analysis and development of process automation concepts and options, assessment of associated costs and benefits, preparation of automated systems and components acquisition documents or design and test documents, selected software development, and user training and sustaining support. These processes support multiple disciplines including: planning, engineering, operations and properties, and address both business and technical data. Assess software, product, or service (COTS or custom) capabilities and suggest alternatives considering cost and effectiveness.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts and options and assessment of their associated costs and benefits.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Prepare specifications for acquisition or development of automation systems and components, and prepare test plans and procedures as appropriate.
- For acquired systems and components (e.g. reports) developed in-house, prepare design documentation and conduct design reviews, code or configure software, prepare test plans and procedures and perform or observe tests as appropriate.
- Develop and maintain effective relationships with Information Technology customers and Information Technology team members.
- Provide ongoing support for products and related custom objects/processes created. Prepare training documents, conduct training sessions and provide continuing support.
- Perform product, system or component administration duties.
- Develop and maintain expertise in the use of products that constitute our environment and assist in the productivity of their area of support.
- Provide shared administrative support for in-house Linux and/or Windows platforms.
- Understand and use formal development and maintenance methodologies, standards and procedures.
- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology or a related field and five (5) years of recent experience designing and implementing Enterprise Content Management (specifically Microsoft SharePoint) solutions or an equivalent combination of education, training, and experience. Work experience to include: (1) developing and supporting large corporate applications (2) programmer writing/supporting business applications and/or (3) systems analyst. Solid knowledge of web application architecture, development and underlying technologies. Experience in business reporting, analytics and business information systems. Experience with Oracle or SQL database principles including ability to write and analyze complex queries. Requires experience in the administration of content repositories and records management.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong interpersonal relationship skills with a focus on teamwork, customer service and customer satisfaction in a sometimes stressful environment.
- Excellent verbal and written communication skills.
- Attention to detail, a self-starter and the ability to take initiative.
- Demonstrated ability to plan and manage multiple projects simultaneously.
- Demonstrated experience using one or more leading analysis and development methodologies.
- Able to work with customers and peers to elicit all requirements needed to implement capabilities
- Experience in all aspects of SharePoint Administration including Search, Content Hub and Record Center
- Experience with Office Web Application and Project Web Application Servers installations with SharePoint
- Solid understanding of system design and workflow analysis
- Ability to effectively analyze and evaluate issues and data challenges
- Able to troubleshoot error messages and performance problems
- Able to write KPIs and Workflows (to include notifications) to meet customer and internal needs
- Able to perform advanced configurations and build/maintain custom applications
- Able to modify objects, domains, database attributes and build object relationships
- Able to write custom queries for both search functions (data review) and Reporting Services including SSRS reports
- Demonstrated experience in developing and supporting large multi-tier applications and interfaces with various RDBMS (Oracle, SQL Server, and Access) on Windows environments with a technical understanding of file system structure.
- Demonstrate significant experience developing and supporting software solutions in Oracle PL/SQL or a comparable relational database platform
- Configuration and support IIS application servers and components
- Able to effectively integrate SharePoint with other systems.
- Ability to work on-call/weekends as needed to maintain critical operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Independent judgment for complex technical issues is required on a daily basis. Complete analysis, and make related presentations, weigh conflicting data/priorities and recommend actions, research issues and evaluate the resulting data
- Work independently with limited supervision or direction, substantial latitude in initiative and authority

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Yvonne Clay 9/5/18
Immediate Supervisor Date

J. Newsome 9.6.18
Chief Information Officer Date

FLSA: Exempt
EEO Category: Professionals

[Signature] 9-5-18
Department Manager Date

Kathy Bond 9-11-18
Sr. Director, HR & Risk Management Date

[Signature]
Shift Premium: N/A
Rotating Shift: N/A

Senior Applications Systems Analyst Programmer (ECM)


Department: Information Technology

Date: August 23, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:


 _____ 9/5/18
 Immediate Supervisor Date


 _____ 9.6.18
 Chief Information Officer Date


 _____ 9/7/18
 Human Resources - Compensation Date

Senior Auditor

Department: Internal Audit

Date: February 19, 2021

Title of Immediate Supervisor: Assistant Director, Internal Audit

Pay Level: L28

POSITION SUMMARY: Responsible for overseeing, assisting and conducting audits of organizations which have contractual agreements with the Authority to determine compliance with those agreements including, but not limited to revenue contracts such as concessionaires and tenants, management agreements, and service contracts. Assists and conducts audits of organizational units within the Authority to determine if units are performing their planning, accounting, custodial, or control activities in compliance with management instructions, applicable statements of policy and procedures, and in a manner consistent with both the Authority's objectives and high standards of administrative practice.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform, oversee, and/or assist in performing various types of audits of increasing or moderate complexity requiring minimal supervision, in accordance with GOAA policies and procedures, Internal Audit guidelines, and professional standards established by the Institute of Internal Auditors (IIA).
- Oversee or assist in planning or plan audits or sections of audits of increasing or moderate complexity, including completing the process identification, control analysis and risk assessment, and audit program.
- Examine transactions, documents, records, reports, and methodologies for accuracy, effectiveness, and/or compliance with contract terms.
- Survey functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of control to achieve established objectives; identify the key control points of the system.
- Prepare well organized, and complete workpapers, which sufficiently support the procedures performed, results, and conclusions, with minimal review points upon first submission. Utilize proper workpaper technique (referencing, indexing, etc); meet project time schedules.
- Obtain, analyze, and appraise supporting data as a basis for an informed, objective opinion on the adequacy and effectiveness of control systems and on the performance capability of the activity being reviewed. Able to integrate quantitative and qualitative considerations in arriving at conclusions and recommendations.
- Communicate with the audit team throughout the audit process for decision-making and problem solving; cognizant of when audit procedures should be modified and propose solutions to the lead Auditor or Manager for further direction or concurrence.
- Serve as the Auditor-in-Charge on audits of increasing or moderate complexity, special projects, and other assigned tasks. Coordinate, assign, and review work of Auditors assigned to the audit, special project, or task.
- Perform first level review of less complex audits with few substantial review points from second level review.
- Prepare findings fully supported by documentary evidence and develop appropriate recommendations. Assist in appraising the adequacy of the corrective action taken to improve deficient conditions.
- Participate in reviewing findings and recommendations with appropriate managers, supervisors, divisions, departments, tenants, and/or contractors to clarify information during and at the conclusion of the examination to document deficiencies, recommend corrective action, and suggest improvements in operations, revenue enhancement and recovery, and reductions in cost.
- Prepare formal written reports of low or moderate complexity, expressing opinions on the adequacy and effectiveness of the system, compliance with contract terms, and/or the efficiency with which activities are carried out.
- Perform internal quality control reviews as assigned.
- Perform or assist with special projects or other assignments, as directed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor Degree in Accounting or a related field and three to four years auditing experience, or an equivalent combination of directly related education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Thorough knowledge of accounting, auditing, and internal control theories and principles and associated frameworks.
- Requires advanced application and use of Microsoft Word and Excel. Requires application and basic use of Microsoft Access. Skill in the use of data management or query software such as ACL desirable. Familiarity with automated workpaper systems is preferred.
- Knowledge and application of Generally Accepted Accounting Principles (GAAP), such as those prescribed by the Governmental Accounting Standards Board and the Financial Accounting Standards Board.
- Basic knowledge and application of Generally Accepted Auditing Standards (GAAS), Attestation Standards, and Government Auditing Standards (GAS).
- Knowledge and application of The Institute of Internal Auditors (The IIA's) International Professional Practices Framework.
- Knowledge and application of statistical sampling methodologies.
- Knowledge and application of qualitative and quantitative analysis.
- Knowledge of theories and principles of risk typical to the airport environment and the application of risk management strategies and systems.
- Knowledge of financial, cost, and management accounting theory and practice.
- Knowledge of management and organization theory.
- General understanding of contracting principles.
- Strong and effective oral and written communications skills, reflecting proper grammar, clarity, and conciseness; strong presentation skills.
- Demonstrate strong analytical and problem solving skills.
- Able to and available for travel.
- Experience in analyzing a general ledger and journal entries preferred.
- Interpersonal skills demonstrating tact and professional etiquette.
- Experience in creating flowcharts preferred.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Certified Public Accountant (CPA) or current Certified Internal Auditor (CIA) required.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Provide basic direction and oversight of planning, fieldwork, and engagement wrap-up of less complex audits and special projects performed by Auditor.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Work requires a reasonable amount of independence in judgment, discretion, and motivation for workpaper preparation.
- Able to set work priorities among assigned tasks.

Senior Auditor

Department: Internal Audit

Date: February 19, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	1
Walking					X		2
Sitting		X					3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		1
Pushing, Pulling and/or Digging					X		1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Wendy Magno 3/18/21
 Immediate Supervisor Date

Marne Dumond 3/24/21
 Department Director Date

Cathy Vance 3/30/21
 Human Resources - Compensation Date

Senior Commercial Properties Administrator – Airline Properties

Department: Commercial Properties

Date: November 11, 2019

Title of Immediate Supervisor: Manager, Commercial Development

Pay Level: L25

POSITION SUMMARY: Provide lease management, financial and other analytical support, contract evaluation and research support to management staff. Draft airline space and use agreements, amendments and other agreements at the direction of management. Administer and maintain compliance with the terms and conditions of assigned agreements. Serve as Authority's liaison with corporate and local tenant representatives to understand, evaluate, present, track and resolve tenant issues and projects. Represent the Authority in assigned matters pertaining to Greater Orlando Aviation Authority's commercial properties department.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for contractual issues with leasing of airport properties for airlines, airline service providers, vendors and related agencies currently serving or proposing service to Orlando International Airport.
- Facilitate the identification of space to meet the needs of existing and prospective airline tenants.
- Administer a portfolio of varied airline space and use agreements and lease agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Enter and maintain key terms and conditions, including billing instructions, for each agreement in the Aviation Authority's property management software in a timely and accurate manner.
- Establish relationships and communicate regularly with tenants to resolve issues, facilitate cross departmental coordination, and maintain good tenant relations.
- Prepare and process draft lease documents, amendments, letters and memorandums for management and legal counsel review.
- Coordinate and facilitate the execution of agreements, and distribute executed agreements.
- Prepare and process form agreements, amendments, permits, licenses, Design Review Committee packages and annual renewals.
- Administer the Aviation Authority's contractual requirements for tenant construction projects and assist Tenant Construction personnel with the approval, coordination and completion of multiple tenant projects.
- Interface with various Aviation Authority departments and personnel to evaluate, recommend and obtain approvals for space assignments; to resolve space, use and support facilities; to evaluate, recommend and obtain approvals for the assignments of baggage makeup facilities; to confirm tenant contract maintenance requirements and expedite resolution for tenant maintenance issues; to confirm tenant awareness of their security responsibilities and to verify all thresholds are met; to provide support, coordination, mediation and resolution of contractual issues; to provide fee estimates and other information to assist with the integration of new airlines, tenants, services, space and support requirements; and to provide information regarding tenant space assignments and changes that affect passenger terminal way-finding.
- Prepare and issue monthly airline service reports, and tenant contact directories for their distribution by Marketing.
- Assist in the development of bid documents and request for proposals for aviation and non-aviation projects; coordinate the solicitation, bid review, recommendation to procurement committee and to Authority Board for award to successful bidder.
- Lead the coordination, vetting, and approval of new space and space change requests in coordination with Airline Affairs, Airport Operations, Airport Maintenance, Tenant Construction and corporate tenant property and facilities representatives.
- Assemble Letters of Authorization, which comply with the Rates and Resolution agreement and Airport Operations Procedures for the leasing of terminal space, baggage make-up units, preferential gates, ticket counters and support space.

- Coordinate updates to Exhibit C (Allocation of Space) to the LOA's, Space Use Agreements and other terminal complex leaseholds.
- Prepare scenarios, proposals, business and statistical analysis as needed by management to support airline and airline related tenant negotiations.
- Collaborate with Finance to confirm revenues are apportioned accurately in accordance to the lease documents; verify and confirm tenant billing; collaborate on all rent and rent collection related issues, including rent escalations, changes in space, agreement assumption, tenant name or ownership changes; assist in collections.
- Maintain and populate the Space Management System database and coordinate modifications to base drawing with CADD support personnel.
- Conduct field verification of space allocations as needed.
- Coordinate address requests, monitor and update property data in technology information systems.
- Process requests for tenant improvement projects and tenant signage. Perform a preliminary review of schematic renderings, drawings and other associated documents and presents to the DRC following content approval, prior to Engineering review; Aviation Authority liaison with tenant and represent the department at construction design meetings, pre-construction meetings, project update meetings, job coordination meeting, as required.
- Abstract and track critical dates, etc. for new leases, lease renewals, expansions, contractions, relocations, terminations and various lease amendments in a timely and accurate manner.
- Evaluate deposits and contract bonds against current and forecasted activity. Make recommendations with regards to increasing or decreasing deposits and contract bonds annually, bi-annually, or as needed.
- Work closely with the Aviation Authority's General Consultant to maintain compliance with graphic standards and uniformity with past and future issues.
- Compile and maintain statistical data essential to developing rates and charges, minimum annual privilege fees, project costs, and financial proformas.
- Provide revenue forecasts and coordinate the department's revenue budget annually; assist with the preparation of department O&M Budget and Capital Requests as necessary.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and verify that property is in a condition that complies with the terms of leases at the time it is vacated. Address tenant issues with management or other departments as needed.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non- Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Coordinate tracking, storage and destruction of documents and records, and respond to public records requests.
- Draft board memos, presentations and other business proposals as required by management.
- Maintain and distribute the Airline Providing Service report used by Marketing, Customer Service and IT on the airport website and mobile phone app for public information purposes.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business or Public Administration, or in a directly related field and five (5) years experience related to airline/airport commercial lease management, contract administration and airline/airport operations/management, or an equivalent combination of related training, education and experience. Experience using property and contract management software applications, preparing commercial properties leases, and drafting business letters required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects,
- Ability to read, interpret and draft contracts, leases and routine property management transaction documents, and read and interpret construction blueprints, schematics, drawings and architectural renderings.

- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space.
- Proficiency in Microsoft Office Suite or similar applications to perform financial and general business analysis, prepare documents, exhibits and presentations.
- Excellent interpersonal, communication, public presentation and written skills and ability to effectively interact with Aviation Authority, airport and domestic and international corporate customers, including legal, financial, technical and non-technical individuals.
- Demonstrate team leadership, integrity, ingenuity, and inventiveness in the performance of assigned tasks and represent the Authority in a professional manner.
- Ability to quickly identify issues, resources and alternatives, build consensus, recommend suggested courses of action and implement decisions.
- Must have the ability to work in a dynamic environment interacting regularly with corporate executives, local and federal officials.
- An understanding of airport and airlines terminal operations is required to perform effectively.
- Ability to read, understand and interpret local and federal regulations, certifications, registrations, licensing and operational procedures.
- Ability to manage large campus facilities with multiple tenants and varied ongoing activities, including terminal, maintenance, operations, support, provisioning, and other tenant activities.
- Ability to serve as the Aviation Authority's liaison and tenant advocate to resolve conflicting interests and ensure optimal solutions acceptable to all parties in a timely manner.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervise a staff of approximately one (1) employee

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Considerable independence in judgement and initiative in decision making regarding tenant compliance with agreement terms and financial requirements. Must be able to meet deadlines, create ad-hoc reports for management.
- Frequent day to day customer contacts in which Authority's policies and procedures must be consistently and accurately represented. Required to provide high standard of customer service with professionalism and efficiency.
- Possess an understanding of individual corporate protocol when communicating, negotiating or interacting with sophisticated corporate representatives.
- Must have a solid understanding of the Authority's mission, goals and objectives.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Byron Hoff 11/19/19
Immediate Supervisor Date

[Signature] 11/20/19
Department Senior Director Date

Matty E Bond 12-6-19
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Senior Commercial Properties Administrator – Airline Properties

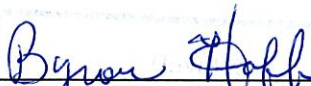
Department: Commercial Properties

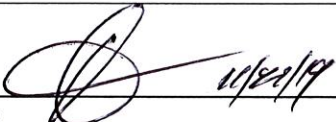
Date: November 11, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting			X				2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					N/A	N/A
	51+ lbs					N/A	N/A
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:


 _____ 11/19/19
 Immediate Supervisor Date


 _____ 11/20/19
 Senior Director Date


 _____ 12/1/19
 Human Resources - Compensation Date

Senior Concessions Contract Administrator - Food and Beverage

Department: Concessions

Date: November 11, 2019

Title of Immediate Supervisor: Manager, Concessions

Pay Level: L25

POSITION SUMMARY: Represent the Greater Orlando Aviation Authority (GOAA) in food and beverage concessions and other matters pertaining to Concessions department as assigned. Draft food and beverage concessions agreements, space and use agreements, amendments and provide business, financial and analytical support at the direction of management. Administer and maintain compliance with the terms and conditions of the concession agreements. Serve as GOAA's liaison with corporate and local tenant representatives.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for lease management of food and beverage concession properties at Orlando International Airport. Manage a portfolio of food and beverage concession agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Monitor and enforce Food and Beverage regulatory safety, quality and customer service standards. Conduct inspections for safety, maintenance and operational compliance.
- Serve as a liaison to FDA Inspectors, Multiple Location Tenants and Corporate personnel to resolve issues and maintain high standards of regulatory safety, quality and customer service.
- Assist Small Business Department with monitoring ACDBE compliance including conducting onsite interviews to confirm participation, and collecting data and reports from concessionaires with regards to ACDBE requirements.
- Draft term sheets, concession agreements, amendments, space use agreements, licenses, permits and exhibits for the use and lease of food and beverage properties and facilities at the airport.
- Draft formal business letters, memorandums and presentations and present recommendations to management and committees as assigned.
- Work closely with management and legal counsel in the drafting and negotiation of various concession agreements and other legal documentation.
- Assist in the drafting and development of bid documents and request for proposals, solicitations, formulation and presentation of alternatives and recommendations to management and committees for approval.
- Prepare, monitor and maintain concession revenue reports, databases, spreadsheets and various analysis for distribution to management.
- Enter and maintain key terms and conditions, including billing instructions, for each agreement in GOAA's property management software in a timely and accurate manner.
- Abstract and track critical dates, etc. for new contract agreements, lease renewals, expansions, contractions, relocations, terminations and various lease amendments in a timely and accurate manner.
- Administer contractual requirements for tenant improvement projects and assist Tenant Construction personnel with the approval, coordination and completion of multiple tenant improvement projects.
- Lead the identification, coordination, vetting, and approval of space requirements and space changes in coordination with Terminal Operations, Terminal Maintenance, Tenant Construction and corporate tenant concession representatives.
- Collaborate with Finance to confirm revenues are apportioned accurately in accordance to the lease documents; verify and confirm tenant billing; collaborate on all rent and rent collection related issues, including minimum annual concession fees, rent escalations, changes in space, agreement assumption, tenant name or ownership changes; assist in collections.
- Maintain and populate the Space Management System database and coordinate modifications to base drawings with CADD support personnel.

- Process requests for tenant improvement projects and tenant signage. Perform a preliminary review of schematic renderings, drawings and other associated documents and presents recommendations to committee.
- Work closely with GOAA's General Consultant and Tenant Construction personnel to maintain compliance with tenant design standards and graphic standards.
- Assist tenants on matters requiring intervention by other GOAA Departments. Interface with various departments to evaluate a variety of issues, determine contractual requirements, access alternatives, facilitate agreement, make recommendations, obtain approvals, and expedite the resolution, including the mediation and resolution of a variety of contractual issues.
- Evaluate deposits and contract bonds against current and forecasted sales. Make recommendations with regards to increasing or decreasing deposits and contract bonds annually or as needed.
- Prepare audit reports and evaluate tenant provided audits to ensure accuracy and compliance with the terms and conditions of the agreements.
- Compile and maintain sales data as provided by concessionaires to develop statistical data essential to developing and evaluating performance levels and for the development of future concessions opportunities.
- Provide revenue forecasts and coordinate the department's revenue budget annually.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and verify that property is in a condition that complies with the terms of leases at the time it is vacated.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non- Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Coordinate tracking, storage and destruction of documents and records, and respond to public records requests.
- Coordinate the dissemination of concession opportunities, operating hours and location information with the Authority's Customer Experience, Marketing and IT departments.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management, business, finance, real estate or public administration, or in a directly related field and five (5) years of experience related to food and beverage concessions, lease management, contract administration and operations, or an equivalent combination of related training, education and experience. Experience using property and contract management software applications, drafting concession agreements, commercial leases and formal business letters required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of the airport concessions or food and beverage industry in a large multi-unit campus environment, including the knowledge of food storage, food waste and food safety regulations.
- Demonstrated ability to read and write commercial leases and concession agreements effectively and efficiently
- Demonstrated ability to interpret contractual language, including concession agreements, service contracts, amendments, leases and other real estate documentation.
- Ability to read, understand and interpret local and federal regulations, certifications, registrations, licensing and operational procedures.
- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space.
- Demonstrated ability to plan, prioritize, organize, schedule and manage to completion multiple projects at the same time.
- Excellent interpersonal, communication, public presentation and written skills and ability to effectively interact with domestic and international corporate customers, including legal, financial, professional, technical and non-technical individuals.
- Proficiency in Microsoft Office Suite or similar applications and property management software to perform business, financial and operational analysis, prepare and make presentations



Senior Concessions Contract Administrator

Department: Concessions

Date: November 11, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting			X				2
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:

Jay C. Harris 11-21-19
Immediate Supervisor Date

[Signature] 11/21/19
Department Senior Director Date

[Signature] 12/14/19
Human Resources - Compensation Date

Senior Concessions Contract Administrator - Retail

Department: Concessions

Date: April 26, 2022

Title of Immediate Supervisor: Manager, Concessions

Pay Level: L25

POSITION SUMMARY: Represent the Greater Orlando Aviation Authority (GOAA) in retail concessions and other matters pertaining to Concessions department as assigned. Draft retail concessions agreements, space and use agreements, amendments and provide business, financial and analytical support at the direction of management. Administer and maintain compliance with the terms and conditions of the concession agreements. Serve as GOAA's liaison with corporate and local tenant representatives.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for lease management of retail concession properties at Orlando International Airport. Manage a portfolio of retail concession agreements requiring a diverse understanding of contractual language, tenant processes and procedures.
- Conduct inspections for safety, maintenance and operational compliance.
- Serve as a liaison to Inspectors, Multiple Location Tenants and Corporate personnel to resolve issues and maintain high standards of regulatory safety, quality and customer service.
- Assist Small Business Development Department with monitoring ACDBE compliance as needed.
- Draft term sheets, concession agreements, amendments, space use agreements, licenses, permits and exhibits for the use and lease of retail properties and facilities at the airport.
- Draft formal business letters, memorandums and presentations and present recommendations to management and committees as assigned.
- Work closely with management and legal counsel in the drafting and negotiation of various concession agreements and other legal documentation.
- Assist in the drafting and development of bid documents and request for proposals, solicitations, formulation and presentation of alternatives and recommendations to management and committees for approval.
- Prepare, monitor and maintain concession revenue reports, databases, spreadsheets and various analysis for distribution to management
- Enter and maintain key terms and conditions, including billing instructions, for each agreement in GOAA's property management software in a timely and accurate manner.
- Abstract and track critical dates, etc. for new contract agreements, lease renewals, expansions, contractions, relocations, terminations and various lease amendments in a timely and accurate manner.
- Administer contractual requirements for tenant improvement projects and assist Tenant Construction personnel with the approval, coordination and completion of multiple tenant improvement projects.
- Lead the identification, coordination, vetting, and approval of space requirements and space changes in coordination with Terminal Operations, Terminal Maintenance, Tenant Construction and corporate tenant concession representatives.
- Collaborate with Finance to confirm revenues are apportioned accurately in accordance to the lease documents; verify and confirm tenant billing; collaborate on all rent and rent collection related issues, including minimum annual concession fees, rent escalations, changes in space, agreement assumption, tenant name or ownership changes; assist in collections.
- Maintain and populate the Space Management System database and coordinate modifications to base drawings with CADD support personnel.
- Process requests for tenant improvement projects and tenant signage. Perform a preliminary review of schematic renderings, drawings and other associated documents and presents recommendations to committee.

- Work closely with GOAA's General Consultant and Tenant Construction personnel to maintain compliance with tenant design standards and graphic standards.
- Assist tenants on matters requiring intervention by other GOAA Departments. Interface with various departments to evaluate a variety of issues, determine contractual requirements, access alternatives, facilitate agreement, make recommendations, obtain approvals, and expedite the resolution, including the mediation and resolution of a variety of contractual issues.
- Evaluate deposits and contract bonds against current and forecasted sales. Make recommendations with regards to increasing or decreasing deposits and contract bonds annually or as needed.
- Prepare summary of and evaluate tenant provided audits to ensure accuracy and compliance with the terms and conditions of the agreements.
- Compile and maintain sales data as provided by concessionaires to develop statistical data essential to developing and evaluating performance levels and for the development of future concessions opportunities.
- Provide revenue forecasts and coordinate the department's revenue budget annually.
- Interface with current and future tenants/customers to resolve start-up or relocation issues. Coordinate operational activities to assure that occupants receive the level and kind of building services specified in lease agreements and verify that property is in a condition that complies with the terms of leases at the time it is vacated.
- Interface with the Orange County Property Appraiser and Tax Collector regarding Ad Valorem and non- Ad Valorem tax issues related to airport properties and leaseholds. Assist in the resolution of questions regarding exemptions and delinquent taxes.
- Coordinate tracking, storage and destruction of documents and records, and respond to public records requests.
- Coordinate the dissemination of concession opportunities, operating hours and location information with the Authority's Customer Experience, Marketing and IT departments.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in aviation management, business, finance, real estate or public administration, or in a directly related field and five (5) years of experience related to retail concessions, lease management, contract administration and operations, or an equivalent combination of related training, education and experience. Experience using property and contract management software applications, drafting concession agreements, commercial leases and formal business letters required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge and understanding of the airport concessions or retail industry in a large multi-unit campus environment, including the knowledge of display techniques, merchandising, and methods for driving sales.
- Demonstrated ability to read and write commercial leases and concession agreements effectively and efficiently
- Demonstrated ability to interpret contractual language, including concession agreements, service contracts, amendments, leases and other real estate documentation.
- Ability to read, understand and interpret local and federal regulations, certifications, registrations, licensing and operational procedures.
- Knowledge of standard space management practices and techniques to assist clients in developing space requirements; layouts, designs and timetables for build-out of space.
- Demonstrated ability to plan, prioritize, organize, schedule and manage to completion multiple projects at the same time.
- Excellent interpersonal, communication, public presentation and written skills and ability to effectively interact with domestic and international corporate customers, including legal, financial, professional, technical and non-technical individuals.

Senior Concessions Contract Administrator (Retail)

Department: Concessions

Date: April 26, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting			X				2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

 Immediate Supervisor

 Date

 Chief Administrative Officer

 Date

 Human Resources - Compensation

 Date

Senior Construction Accounting Specialist

Department: Finance

Date: August 15, 2018

Title of Immediate Supervisor: Manager, Finance

Pay Level: L20

POSITION SUMMARY: Perform professional accounting duties including database maintenance for project set up, budgets and expenditures, create and coordinate requisitions and purchase orders, reconcile of Oracle commitments, tracking and close completed projects. Provide support to management by researching and analyzing construction finance data on an as-needed basis. Update funding for purchase orders and expenditures to maximize spending external money.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

NOTE: Employees may not regularly perform all listed responsibilities and may normally focus on a few of those listed below. However, all employees in the classification are expected to be able to effectively perform all responsibilities to assist when needed, or to meet changing departmental workload needs, and to perform as back-up during absences.

- Set up requisitions and purchase orders in Oracle on new projects, including but not limited to, the mapping to the proper Construction Finance Oversight Committee (CFOC) sheet, cost center, and template for the account code after confirming appropriate authorizations have been obtained.
- Set up project funding in Oracle including the finance funded budget and the award budget.
- Responsible for adjusting purchase orders and expenditures for changes in funding
- Review Sunshine Committee and Aviation Authority Board agenda items to verify that appropriate funding is in place prior to committee/board action. Prior to the agenda item being approved, set up the commitment on the Oracle Budget Status Worksheet (BSWS) table and the PO.
- Coordinate with departments and consultants for funding eligibility related to the commitments for requisitions of goods to be procured by the Purchasing department and not awarded by Construction Committee.
- Close purchase orders by reducing project commitments to the actual expenditure amounts when the project is complete.
- Perform analysis and prepare schedules to assist management in effective decision-making.
- Prepare and distribute weekly/monthly management reports. The reports include, but are not limited to, projects that are nearing closeout and the amount of potential funds available to be returned to fund balance; pending project commitments list; reconciliation of Budget Status Worksheet commitments table to commitments in Oracle; accruals and interfund reconciliations; and reconciliation of awards not entered into projects.
- Prepare Sunshine Committee agenda items for management.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting and three (3) years related experience, or an equivalent combination of education, training and experience. Experience that includes fund accounting, grant funding allocations, major capital project budgets and expenditures is highly desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must be thoroughly knowledgeable on spreadsheet software.
- Construction industry experience helpful.
- Experience in Excel and Oracle or other comparable electronic accounting systems.
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow up or analysis is needed

- Must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Excellent attention to detail
- Good written and verbal communication skills; ability to effectively communicate with various levels of management and consultants

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*



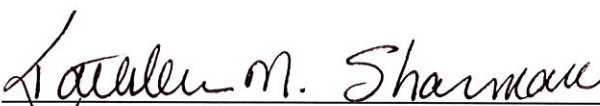

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independence and make decisions)*

- Position has continuous projects and must be able to handle a great variety of tasks and responsibilities simultaneously and efficiently, including prioritizing of daily and monthly work.
- Work independently under moderate supervision, exercising considerable judgment and discretion.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	8/17/18		8/17/18
Immediate Supervisor	Date	Department Director	Date
	8/17/18		8/23/18
Chief Financial Officer	Date	SF Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

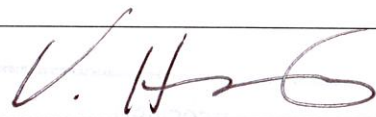
Senior Construction Accounting Specialist

Department: Finance

Date: August 15, 2018

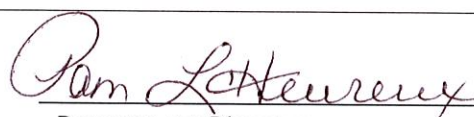
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking						X	2
Sitting			X				2
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
SUPERVISOR COMMENTS:							

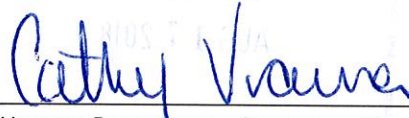


 Immediate Supervisor

 8/17/18
 Date


 8/17/18
 Department Director

Date



 Human Resources - Compensation

 8/20/18
 Date

Senior Director, Engineering and Construction

Department: Engineering & Construction

Date: September 1, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Provide senior-level leadership, guidance and direction of Engineering, Construction, and Grant activities for the Greater Orlando Aviation Authority (GOAA).

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversight of Engineering and Construction activities including oversight of the design, bid and contract award process for capital projects; coordination with governmental agencies for grant preparation; approval and closeout processes.
- Key participant in periodic update of the Authority's strategic plan, the development and tracking of goals, objectives, strategies and tasks.
- Establish a suitable business plan, objectives and priorities for each area of responsibility.
- Manage the timely implementation of capital programs and the planning, permitting and development of real estate controlled by the Authority.
- Develop policies, procedures, and resources necessary for the effective and efficient running of assigned areas.
- Maintain the organizational structure best suited to accomplish the mission of the Aviation Authority. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Develop Authority five-, ten- and twenty-year Capital Improvement Plans as well as annual capital budget requests.
- Interacts with local, state and federal governmental agencies.
- Employ consulting services and other advisors as may be necessary to accomplish the purpose of the GOAA mission.
- Demonstrate initiative and creativity by monitoring the capacity of airport systems and infrastructure and advancing the most cost-effective and timely projects necessary to meet airport demand.
- Implement appropriate safety measures, and verify compliance with all active building codes and environmental regulations including local, state and federal permitting agencies.
- Maintain a positive professional reputation in the community by engaging in projects of mutual interest and speaking engagements to local groups.
- Serve as a voting member of the Design Review Committee, and other committees as appropriate.
- Responsible for staying current on all GOAA emergency response procedures and verifying proper response as required.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Promote a work environment that reflect the Authority's values, ethics, and integrity, and adhere to legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in relevant technical area and ten (10) years progressively responsible management experience including the implementation of large capital programs at large (desired) or medium hub airports, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Proven executive leadership and management skills
- Analytical skills with a wide variety of Engineering/Construction management functions
- Demonstrated skill in developing and implementing complex initiatives
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and insurance policies
- Demonstrated skill in supervising and motivating staff, developing and implementing complex initiatives
- Efficient and effective negotiation and time management skills
- Computer skills and knowledge of business software applications.
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

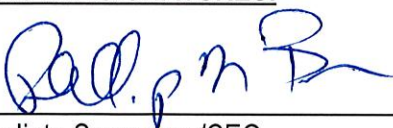

- Directly supervises a staff of approximately five (5); indirectly supervises a staff of approximately thirteen (13)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- This is an executive level position, expected to show a high degree of independence, initiative, judgment and authority.
- Judgment exercised in long- and short-term strategic planning, negotiations, policy development, and financial initiatives.
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	9-2-2021		9-3-2021
Immediate Supervisor/CEO	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A

Senior Director, Engineering and Construction

Department: Engineering & Construction

Date: September 1, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs					X	1
20 – 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	2
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:


 _____ 9-2-2021
 Immediate Supervisor/CEO Date


 _____ 4/3/2021
 Human Resources - Compensation Date

Senior Director, Human Resources & Risk Management

Department: Human Resources

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Provide senior-level Human Resources and risk management leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of the Human Resources and Risk Management programs.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversee various Human Resources programs including labor relations, employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, policy interpretation and update, and management of the Human Resources office.
- Provide leadership to the Risk Management programs in the evaluation, mitigation and monitoring of the GOAA's operational and strategic opportunities and risks to protect assets, business operations and reputation.
- Develop and implement Human Resource goals, objectives and strategies.
- Serve as chief spokesperson for labor contract negotiations and oversee contract administration.
- Interface with executive management, insurance brokers, underwriters and consultants to determine coverage, loss limits, self-insured and deductible limits, and catastrophic coverage requirements.
- Work with executives and management team to promote positive work environment for the organization.
- Facilitate organizational and departmental alignment of activities associated of the employee compensation and benefit programs.
- Chair Retirement Benefits Committee.
- Oversee the execution of organizational and employee development programs.
- Work with management team to meet staffing needs for the organization.
- Manage Worker's Compensation claims in conjunction with Risk Management.
- Ensure effective administration of all human resources programs.
- Ensure compliance with all applicable laws and regulations.
- Develop and effectively administer assigned budgets.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business, Human Resources or closely related field and ten (10) years of progressively responsible department leadership experience in Human Resources or an equivalent combination of education, training and experience. Master's degree preferred. Leadership and management experience in an airport, airline or governmental agency preferred. Knowledge of risk management, insurance and safety related industries required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Executive management and leadership skills
- Analytical skills with a wide variety of Human Resources and safety/risk management functions

- Extensive knowledge of all human resources functions including labor relations, employee relations/investigations, legal compliance, talent acquisition, HRIS systems, benefits, performance management, compensation/classification, budget, policy interpretation
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and insurance policies
- Demonstrated skill in supervising and motivating staff, developing and implementing complex initiatives
- Broad-based operational perspective to lead safety programs and facilitate solutions for non-insurance related business risks and/or successful experience developing and implementing an organizational risk management and business continuity programs
- Computer skills and knowledge of business software applications.
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- SHRM SCP or SPHR Certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

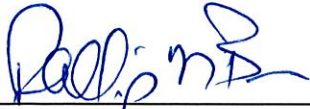
- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately eighteen (18)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect other departments or which, by policy, require executive management or Board approval, are recommended to appropriate level of management
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



8-2-2021

Immediate Supervisor/CEO

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Senior Director, Human Resources & Risk Management

Department: Human Resources

Date: August 26, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important; but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							


9-2-2021

 Immediate Supervisor/CEO Date


9/3/2021

 Human Resources - Compensation Date

Senior Director, Marketing & Air Service Development

Department: Marketing

Date: August 26, 2021

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Lead the development of new and expanded scheduled, charter and cargo routes to Orlando International Airport (MCO), both domestic and international. Develop strategy; prepare implementation plans and direct implementation. Manage the Cargo product; generate volumes identified in the strategic plan.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Increase domestic and international scheduled and charter passenger flights and passengers to Orlando International Airport (MCO)
- Oversee the development of MCO's air service presentation to include Central Florida community updates and developments. MCO's Air Service Incentive Program (AISP) and other relevant components to present a compelling Orlando/Central Florida (MCO ASD) story and business case to the airline network and route planner.
- Oversee the cargo product. Direct forecasting, and identify, prepare and implement development plans to provide required facilities and services for cargo and support activities
- Oversee cargo air carriers and maintain contact with current and potential cargo customers as well as other GOAA departments relating to the cargo product
- Present marketing proposals to new/established foreign flag and United States scheduled/ charter air carriers, tour operators, retailers and wholesalers to acquire new/expanded air service to Orlando International Airport
- Monitor air bilateral negotiations and interface with International Aviation Consultant as needed
- Direct annual Marketing Plan development for air service expansion
- Interface with community on leisure, corporate, convention and tour operator development
- Evaluate market opportunities/trends
- Develop and manage passenger and business development advertising programs
- Maintain solid relationship between GOAA/OIA tour operators and international tour operators
- Coordinate, as necessary, GOAA sponsorship of airport/airline-related community event(s)
- Participate and represent GOAA at targeted international airline-related trade show(s)
- Coordinate with appropriate GOAA departments (Properties/Operations) as new/expanded carrier service occurs
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelors Degree and ten (10) years related experience to include but not limited to airport/airline management, economic development and tourism, or an equivalent combination of education, training and experience. Familiar with airport/airline organization. Cargo development experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Understanding of the aviation/airline industry
- Extensive knowledge of tourism industry
- Effective oral and written communication skills
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed
- Demonstrated ability to measure the effectiveness of communication strategies and approaches
- Demonstrated ability to work across internal and external communications lines with understanding of how the influence each other
- Excellent public speaking and presentation skills
- Proven ability to pursue outreach and develop relationships in the community and region to promote the Aviation Authority's community value and partnerships
- Intermediate computer skills in Microsoft Office programs
- Demonstrated leadership skills and effective management style
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Knowledge of a foreign language(s) desirable
- Ability to travel frequently, nationally and internationally

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- A.A.E CM desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

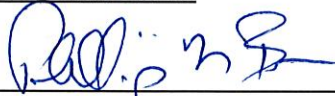
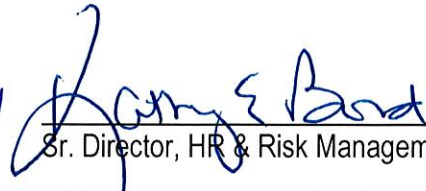
- Directly supervises a staff of approximately one (1); indirectly supervises a staff of approximately six (6)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence, extensive latitude in initiative, judgment, and authority.
- Responsible for decisions with a high monetary impact.
- High level negotiating skills.
- Interpret policy, law, contracts, etc.
- High level of evaluation and analysis for decisions which achieve the objectives of the Marketing Plan
- Failure to represent the Authority accurately could result in misrepresentation of the Authority, with potential legal complications and an overall negative impact

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	9-2-2021		9-3-2021
Immediate Supervisor/CEO	Date	Sr. Director, HR & Risk Management	Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A



Senior Director, Marketing & Air Service Development

Department: Marketing

Date: August 26, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing		X				3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	3
Travel up to 50% of the time						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X			3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Other						

SUPERVISOR COMMENTS:

[Handwritten Signature]

9-2-2021

Immediate Supervisor/CEO

Date

[Handwritten Signature]

9/3/2021

Human Resources - Compensation

Date

Senior Director, Public Affairs & Community Relations

Department: Public Affairs

Date: November 11, 2019

Title of Immediate Supervisor: Chief Executive Officer

Pay Level: E2

POSITION SUMMARY: Oversee all external and internal communications efforts for the Greater Orlando Aviation Authority (GOAA), including crisis management, media relations, senior leader communications, the development of integrated change management and communications plans, brand planning and execution of critical meetings and events. Advise the Chief Executive Officer (CEO) and the leadership team on communication matters.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Leverage communications strategies, focus on customer service and economic development role in the region, and considering the viewpoint of multiple stakeholders. Assist with synergistic messaging and brand consistency across all communications channels, and drive overall communications to achieve GOAA strategic goals and position GOAA airports strategically both nationally and internationally. Make formal recommendations to Board, staff and stakeholders to promote the GOAA brand. Monitor the effectiveness of communications programs.
- Build and maintain relationships with journalists, industry representatives, online influencers and key internal stakeholders. Serve as a key media contact; responsible for enhancing and cultivating relationships with the media and public relations industry. Proactively pitch stories to media that position GOAA as specialists on key airport/aviation industry issues as well as updates on expansion, capacity, customer service and other amenity projects. Oversee the development and distribution of press materials, key messages and speeches, Q&A documents, and key presentations. Mentor, review, and approve team member communications. In crisis situations confirm, communicate and coordinate messaging and information and set up of Joint Information Center for media response and the inclusion of other agencies as the situation requires.
- Prepare leaders to represent the Authority in a positive manner and help manage media communications around sensitive situations. Implement coaching techniques to prepare spokespeople and leaders for interviews and speaking engagements.
- Collaborate with other Communications Directors, Directors, media relations specialists and communicators within the Authority and throughout the community.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Verify processes are in place for effective selection, training and development of qualified staff, performance reviews, succession planning, communications, emergency response, business continuity, etc.
- Work with community organizations in promoting the GOAA brand, messaging and coordinating the positive assets of the Authority and its responsibilities.
- Develop and effectively administer assigned budgets.
- Overall responsibility for compliance with federal, state, local and other laws, rules, regulations and permits.
- Recommend and implement policies, procedures, safety measures, emergency response plans, etc.
- Maintain a work environment that promotes the organizations values, ethics, integrity and legal responsibilities.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Communications, English, Public Relations, Journalism or related field, and a minimum of ten (10) years progressively responsible management experience that includes proven success in the following: developing and executing external communications strategy and plans for a large organization, preferably in professional services; managing and delivering sensitive, crisis and executive communications in a large-scale corporate environment; and advising/interacting with senior executives and public officials, or an equivalent combination of education, experience and training. Television/media industry experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Effective oral and written communication skills
- Demonstrated ability to engage and lead team members, providing effective guidance, coaching and capability development, maintaining close understanding of all team activities, ensuring high quality for all activities/deliverables, and implementing course corrections when needed
- Excellent public speaking and presentation skills
- Demonstrated ability to measure the effectiveness of communication strategies and approaches
- Demonstrated ability to work across internal and external communications lines with understanding of how the influence each other
- Highly skilled in emergency interactions with media
- Proven ability to pursue outreach and develop relationships in the community and region to promote the Aviation Authority's community value and partnerships
- Intermediate computer skills in Microsoft Office programs
- Demonstrated leadership skills and effective management style
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

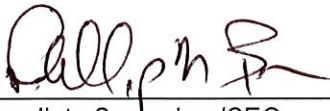
- Directly supervises a staff of approximately three (3) employees
- Oversight responsibility for department of approximately seven (7) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Highest level of judgment required to manage GOAA's message during emergency or crisis situations.
- Failure to represent the Authority accurately could result in misrepresentation of the Authority, with potential legal complications and an overall negative impact

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/CEO

11-12-19

Date



Sr. Director, HR & Risk Management

11-14-19

Date

FLSA: Exempt

EEO Category: Officials and Administrators

Shift Premium: N/A

Rotating Shift: N/A



Senior Director, Public Affairs & Community Relations

Department: Public Affairs

Date: November 11, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X			3
Video and Camera Equipment					X	3

SUPERVISOR COMMENTS:

Signature of Immediate Supervisor/CEO

11-12-19 Date

Signature of Human Resources - Compensation

11/12/19 Date

Senior Facility Assets Coordinator

Department: Maintenance

Date: August 16, 2022

Title of Immediate Supervisor: Manager, Facility Assets

Pay Level: L20

POSITION SUMMARY: Develop and maintain the high end System responsibilities of the Centralized Maintenance Management System (CMMS). Support the day-to-day operations of this system and its users. Operates under the objectives of the Asset Management Program (AMP) which will support maintenance functions and assets management functions at Orlando International Airport, Orlando Executive Airport and the Hyatt Hotel.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Establish multiple job plans and preventive maintenance schedules for each major asset type. These plans must address the goals and objectives of the Facility Department Management.
- Build and maintain the Rotating Assets Structures of approximately thirteen individual storeroom inventories that will support the CMMS.
- System expert for the Asset Management System software in the areas of master file and transaction file record creation and record maintenance. Train others as needed in the use and operation of the new CMMS.
- Generate system designed reports for end users and asset managers.
- Support the in-house warranty claims process.
- Develop and maintain the Item Assembly Structures for all major assets in the CMMS.
- Analyze, identify and resolve problems in the CMMS error codes.
- Prepare inspection criteria (both in-house and contractor-developed) for distribution to the asset inspections.
- Tabulate scores and condition assessments for the purpose of input into the CMMS.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business, Administrative Management, or a related field and five (5) years CMMS related experience, or an equivalent combination of training, education, and experience. CMMS experience at a major airport and/or experience with Maximo software preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to thoroughly understand and operate the IBM CMMS by Maximo.
- Exceptional ability to pay attention to detail and meet deadlines.
- Demonstrated ability to analyze, plan and coordinate complex projects.
- Must have good oral and written communications skills. Good interpersonal skills with the ability to function effectively in a diverse work place.
- Basic knowledge of project scheduling, efficient time management, contract monitoring, and use of communication devices required.
- Intermediate computer skills to Microsoft Office Suite and basic understanding of project management software,

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

Senior Facility Assets Coordinator

Department: Maintenance

Date: June 12, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs				X		2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor _____ Date _____

Department Director _____ Date _____

Human Resources - Compensation _____ Date _____

Senior Human Resources Generalist - Recruiting

Department: Human Resources

Date: December 31, 2019

Title of Immediate Supervisor: Senior Manager, Human Resources

Pay Level: L23

POSITION SUMMARY: Provide development, coordination, analysis and support for Human Resources activities in the following functional areas as assigned: benefits administration, employee relations, training, performance management, recruitment/employment, onboarding, compensation, and HRIS. Perform other related duties as assigned.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor and lead the daily recruitment operations of the Human Resources office. Perform professional level HR related duties in HR functional area as assigned. Mentor, train and provide leadership support to the Human Resources Generalist staff.
- Communicate with supervisors and department managers to discuss recruitment needs and establish expectations and timeframes for the employment and selection process. Develop and recommend appropriate recruitment strategies to address the hiring department needs regarding timeframes and quality of applicants.
- Evaluate candidates' qualifications and assist the department to identify the most qualified for interview. Modify standard selection criteria and interview questions as needed, and assist the department with the interview process.
- Maintain timely communications with department management regarding the status of recruitment and the selection process.
- Develop and coordinate effective sources for advertising and recruitment marketing materials.
- Participate on assigned interview panels, record and evaluate candidates' education, experience, training, skills, etc. and work with the panel to make recommendations.
- Schedule interviews; process offer letters; make job offers and coordinate background investigations. Prepare new employee paperwork. Plan, prepare and conduct new employee orientation.
- Maintain assigned recruiting related logs in a timely manner (I9, applicant tracking, etc.). Maintain all pertinent applicant and interview data in the Talent Management System (CSOD).
- Assist in the review, updates, and development of job descriptions to reflect current duties and responsibilities
- Assist in the review, testing and implementation of CSOD upgrades and patches. Collaborate with functional and technical staff to coordinate application of upgrade or fix.
- Maintain awareness of current trends in HRIS with a focus on recruitment process product and service, development, delivery and support, and applying key technologies. Examine trends in information systems training, materials and techniques.
- Assist the HR Employee Relations function as follows: update and maintain logs and personnel folders with executed actions; participate in investigations as assigned; research and compile information to support investigations; and draft responses to complaints (EEOC, FCHR, etc.).
- Assist the HR Training function as follows: identify training and organizational development needs through job analysis, performance appraisal and consultation with employee and/or the department; design, deliver and coordinate training programs based on organization and individual needs; develop an evaluation model to measure effectiveness of training including application of content and behavioral changes; identify core job competencies for the development of an organizational succession plan; and assist with the creation and/or delivery of e-learning packages.
- Maintain up-to-date knowledge of related policies, procedures, and employment law, and verify all are followed throughout the process.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Human Resource Management or a related field, and four (4) years of Human Resources work experience in multiple functions such as benefits administration, employee relations, training, performance management, recruitment/employment, onboarding, compensation and HRIS or an equivalent combination of education, training, and experience. Leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- General knowledge and understanding of Human Resources policies and procedures, and employment law
- Excellent oral and written communication skills; strong presentation skills – ability to communicate effectively in English; multi-lingual skills preferred
- Good computer skills; able to work effectively in Microsoft Word, Excel, and Outlook required; knowledge of Talent Management System, and Applicant Tracking Systems (ATS) preferred
- Exhibit an understanding of e-learning techniques
- Ability to conduct different types of interviews and assessments
- Requires high degree of attention to detail
- Organizational skills to effectively prioritize work, multi-task and meet deadlines
- Demonstrated ability to work with confidential and sensitive information
- General knowledge of instructional and content design
- Ability to maintain professionalism and diplomacy at all times while interacting with the public and Aviation Authority management and employees

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

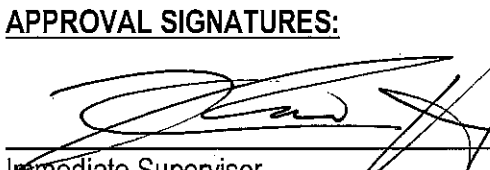

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion. May interpret and applies contracts, policies, laws
- Although procedures and most documents are standardized, judgment is required when talking to and evaluating applicants, when completing background investigations, and during the recruitment, interview and selection processes

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	
Immediate Supervisor	Sr. Director, HR & Risk Management
Date 1/10/2020	Date 1-24-2020

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Human Resources Generalist

Department: Human Resources

Date: December 31, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting: 0 - 20 lbs						X	2
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							

1/10/2020
Immediate Supervisor Date

1-10-2020
Department Senior Director Date

1/10/20
Human Resources - Compensation Date



Senior IT Security Analyst

Department: Information Technology

Date: September 9, 2020

Title of Immediate Supervisor: Manager, Information Technology Security

Pay Level: L30

POSITION SUMMARY: Guide analysts in the analysis and response to computer security incidents. Isolate and correct problems related to security. Assist with system and application audits. Assist in development of risk management procedures, business continuance scenarios, contingency and disaster recovery plans for central and distributed systems to maintain operations during downtime and/or major disasters. Lead analyst in the monitoring of network security and the administration of the network security monitoring tools and Security Incident & Event Monitoring (SIEM) tools

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor servers and client systems for illegal or unauthorized software installation, misconfigurations and intrusions.
- Assist in the execution of security risk assessments and other security testing, including vulnerability assessments and penetration testing.
- Educate users on systems security standards and procedures.
- Administer User Security Awareness Training annually and on-boarding new employees.
- Monitor compliance with security policies and procedures, and prepare compliance reports.
- Monitor reports of malware infection or other intrusions; design and document processes and procedures for incident response.
- Coordinate computer security incident response activities in a supporting capacity for operational groups.
- Responsible for Vulnerability Management, including the process of scanning related systems and managing the required resolution tasks/projects.
- Manager of the Computer Security Incident Response Team (CSIRT) process; activate the team in the event of a Security Incident.
- Test BCP plans with various operational and support groups.
- Monitor and administer Security Information and Event Monitoring (SIEM) application and consult with operation staff for logging best practices.
- Analyze logs and system records to provide advanced incident response capabilities for ongoing incidents; generate related reporting.
- Monitor and administer the network management console for error conditions related to security.
- Responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to Payment Card Industry Data Security Standard (PCI DSS), privacy data, or GOAA confidential information. Responsible for thorough understanding of the CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and four (4) years' experience required in the administration of security for corporate networks, or an equivalent combination of education, training and experience.

REQUIRED (or equivalent education, training, experience):

- Knowledge of computer and data security principles, TCP/IP and associated network and system protocols
- Experience with at least one scripting language such as PowerShell, Python, Ruby, Bash, or Perl
- Experience with logging formats
- Experience with network management systems (NMS)
- Experience with Security Information and Event Management (SIEM) software

- Experience with SNMP and network packet analysis tools
- Experience with Cisco network components
- Experience with Palo Alto security components
- Experience using security products such as McAfee endpoint
- Linux, proficiency at the command line level
- Experience using network security products such as endpoint protection, ePO, DLP, WebGateway, TIE, ATD, Splunk, NeXpose
- Experience using tools such as Nessus, Nmap, Ettercap, Hashcat, Metasploit, Aircrack, Burp Suite, Acunetix, FTK, Sleuth Kit, Wireshark, Tcpdump, Netcat, and similar tools
- Experience with Microsoft Server and client Operating Systems (OS)

DESIRED:

- Experience in computer security incident response and forensics
- Experience with the administration of BCP in a corporate environment.
- Experience with Oracle eBusiness Suite (or related Financials package) security, audit and control methods and concepts
- Working knowledge of information security programs using best practices methodologies such as Florida's 'Security of Data and Information Technology Resources Act' (Rule Chapter 60DD-2 Florida Information Resource Security Polices and Standards)
- Working knowledge of ISO, COBIT, etc. that includes administration, technical and physical safeguards.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of operating systems, applications, databases, and current vulnerabilities
- Must have excellent analytical skills related to the job functions and requirements
- Demonstrated ability to analyze, isolate, duplicate and resolve problems
- Demonstrated leadership skills
- Strong oral verbal and written communication skills
- Ability to manage multiple priorities and projects while anticipating possible impacts and benefits of change
- Ability to work effectively in a stressful environment
- Demonstrated ability to use professional etiquette when dealing with Authority personnel and outside vendors.
- Must be able and willing to work both standard and non-standard work schedules, including weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- CISSP, SANS, GIAC, GCIH required
- Security+, SSCP, Palo Alto, Microsoft, Linux or CISCO certifications desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- May lead IT Security Analyst in task/projects related to IT security incidents

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with minimal supervision or direction
- Independent judgment for complex technical issues is critical and required routinely on a daily basis.



Senior IT Security Analyst

Department: Information Technology

Date: September 9, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Must be able and willing to work both standard and non-standard work schedules, including weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							

SUPERVISOR COMMENTS:

[Signature] 10/9/2020
Immediate Supervisor Date

Pete Pelletti 10/9/2020
Department Director Date

Catelyn V... 10/13/20
Human Resources - Compensation Date

Senior Manager, Air Service & Business Development

Department: Marketing & Air Service Development

Date: November 18, 2021

Title of Immediate Supervisor: Senior Director, Marketing & Air Service Development

Pay Level: L31

POSITION SUMMARY: Under the general direction of the Sr. Director Marketing & Air Service Development, this position directs the strategic and tactical efforts to attract airlines to increase flights in domestic and international markets at Orlando International Airport (MCO). Develop effective relationships with internal and external stakeholders to meet the Greater Orlando Aviation Authority's (GOAA) goals and objectives, execute short and long-range air service development initiatives to build the core business of passenger service. Maintain strong focus/direction to expand international service. Facilitate the development of business opportunities for MCO and its' airlines to increase MCO originating passenger traffic.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Develop and manage MCO's annual marketing plans for both Air Service Development (ASD) and Business Development including the identification of short and long-term goals.
- Cultivate and maintain engaged relationships with airline and industry partners, to meet GOAA's goals and objectives and execute marketing initiatives to build core business of passenger service.
- Research, analyze and Identify passenger air service needs to develop the initiatives for market expansion.
- Direct and manage GOAA's business development research needs to help maximize the Orlando-originating business traffic utilizing MCO's non-stop services.
- Manage assigned airline portfolio establishing and developing ongoing relationships with airline network route planners for MCO Air Service Development (ASD) to attract airlines to increase both domestic and international scheduled and charter passenger flights to MCO.
- Work with Assistant Director, Marketing Services for air service development research needs to support the retention of existing air service, and expansion through new air service.
- Travel to headquarters of assigned airline portfolio and present MCO's ASD route opportunities at least every 12-18 months.
- Lead logistical and analytical elements of major industry trade events as a method to establish relationship and attract additional opportunities for MCO's marketing initiatives.
- Represent MCO at ASD industry meetings, corporate business travel conferences as assigned.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Develop and manage all aspects of the Marketing Department budget.
- Manage the Air Service Incentive Program (ASIP) annual list of incentivized markets in support of the program administration.
- Manage tour operator relations @ MCO.
- Manage the administration of the department's Salesforce CRM system to maximize its' usage based on department needs.
- Manage collaboration with team members to create effective MCO's ASD marketing presentations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in business, marketing, aviation management or related; eight (8) years of professional experience in aviation marketing, air service development, economic development or airport/airline management, or an equivalent combination of education, training and experience. Supervisory experience required. Master degree preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth knowledge of regional businesses community, tourism and economic development industry, and aviation/airline industry
- Ability to manage staff in a dynamic work environment with constantly changing priorities
- Ability to manage multiple projects within Air Service and Business Development
- Advanced working knowledge of and experience with software including MS Office and Salesforce (CRM) products
- Fully Bilingual and bicultural desirable
- Demonstrated leadership and management skills
- Excellent oral and written communications and presentation skills
- Attention to details
- Must have excellent analytical problem solving and organizational skills related to the job functions and requirements
- Strong research and analytical skills
- Strong creative skills
- Excellent interpersonal skills with the ability to maintain professionalism and diplomacy at all times
- Willing and able to travel 25% of the time (Domestic/International)

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Valid US Passport

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- High degree of independence with minimal supervision – substantial latitude in initiative, judgement, and authority
- Judgement required in identifying opportunities and creating/executing marketing strategies
- Evaluate, analyze, design and initiate appropriate actions

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.




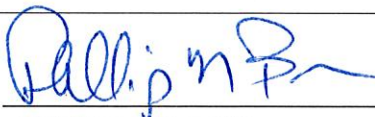
Senior Manager, Air Service & Business Development

Department: Marketing & Air Service Development

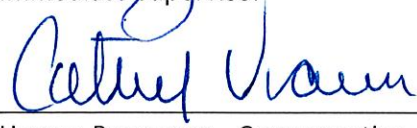
Date: November 18, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking				X		3
Sitting		X				3
Lifting: 0 – 20 lbs.					X	3
20 – 50 lbs.					X	1
51+ lbs.					X	1
Bending/Stooping					X	3
Pushing, Pulling and/or Digging					X	3
Reaching over head					X	3
Kneeling, Crawling					X	3
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing			X			3
Willing and able to travel up to 25% of the time (domestic/international)						3
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						
SUPERVISOR COMMENTS:						

 Immediate Supervisor Date 11/19/21 Chief Executive Officer Date 11-19-2021



 Human Resources - Compensation Date 11/19/2021

Senior Manager, Budget & Accounts Payable

Department: Finance

Date: June 29, 2022

Title of Immediate Supervisor: Assistant Director, Finance

Pay Level: L31

POSITION SUMMARY: Manage the coordination of the day-to-day, monthly and annual budget activities and accounts payables process. This includes coordination of the monthly budget to actual financial reporting package and annual budget including preparation of annual rates & charges and Capital Improvement Plan (CIP). Oversight of accounts payable internal controls, operations, and reconciliation of Accounts Payable.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Coordinate all aspects of the preparation of the Authority's annual budget including but not limited to: establishment of the budget calendar that includes dates for O&M budgets, Revenue budgets, Capital budgets, Employment Requisitions, Hyatt budget, OEA budget, and variance analysis.
- Coordinate with various departments on the timely submission of these documents and the preparation of the budget and related documentation
- Lead the coordination of the CIP process with the Chief Financial Officer, directors, staff and consultants. Review the provided documentation by consultants for accuracy. Reconcile the FDOT Joint Automated Capital Improvement Plan (JACIP) to the CIP.
- Lead the reconciliation process for the Bond Funding Schedule to the CIP, and compare to bond issuances, and Authority Fund requirements by year to proposed budget.
- Oversee the accounts payable process and adhere to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Maintain the annual rates and charges model to determine rates based on the submission of the above documents
- Perform financial modeling and forecasting of rates and charges based on various scenarios as requested
- Monitor reports generated by the Accounts Payable department for reconciliation, journal entry recording, monitoring and reporting purposes. Oversee reconciliation of Accounts Payable to the General Ledger.
- Review and interpret monthly budget to actual results and coordinate preparation of the monthly financial reporting package that compares budget to actual and forecast
- Perform variance analysis between estimates and actuals for the current year and proposed budget for the next year, and document variance explanations provided by the departments. Work with Accounts Receivable, Properties or Concessions on any issues that may arise during the variance analysis (i.e. tenants not billed or billed incorrectly)
- Validate funds available and ensure they are encumbered prior to CPC, CCM and PSC awards.
- Prepare other detailed schedules to assist upper level management in effective decision-making
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Oversee performance evaluation process for areas of responsibility. Management approval of time sheets in electronic timekeeping system.
- Back-up for Assistant Manager, OMB (Revenue, Rates, Charges)
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Finance or a related field and six (6) years of related work experience or an equivalent amount of education, training and experience. Experience with Accounts Payable and/or Budgets preferred. Master degree desired. Must be familiar with computerized accounting systems.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of accounts payable/1099 reporting and budgetary process
- Demonstrated leadership skills
- Strong research, analytic and technical accounting skills
- Problem-solving skills, attention to detail and a high degree of proactive/reactive ability
- Strong computer skills including Microsoft office suite and extensive knowledge of spreadsheet software required
- Knowledge with computerized accounting systems
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately four (4)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with limited supervision or direction; substantial latitude in initiative, judgment
- Responsibility for continuous projects and must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines
- Must be proactive and take initiative with respect to execution of responsibilities and achievement
- Must be able to determine when additional follow up or analysis is needed
- Must be able to communicate and interpret effectively with people of diverse educational backgrounds

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 Immediate Supervisor

 Date

 Department Director

 Date

 Chief Financial Officer

 Date

 Sr. Director, HR & Risk Management

 Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Senior Manager, Budget & Accounts Payable

Department: Finance

Date: June 29, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor

Date

Department Director

Date

Human Resources - Compensation

Date

Senior Manager, Finance (Construction & Grants)

Department: Finance

Date: July 6, 2022

Title of Immediate Supervisor: Assistant Director, Finance (Construction)

Pay Level: L30

POSITION SUMMARY: Coordinate post award compliance so that audits of expenditures are completed within due dates and in compliance with bond, grant and Passenger Facility Charges project scopes. Report monthly, quarterly and annually on project financial and administrative performance; develop management, narrative, and statistical reports. Develop and oversee maintenance of project budget monitoring systems. Identify budget issues, provide alternative solutions, and resolve problems as required.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assign project funding based on scope of work and knowledge of pending funding streams including grants, Passenger Facility Charges, bonds, and Authority funds. Review and approve data entry accuracy in the setup of project funding in Oracle.
- Coordinate post award compliance, confirm audits of expenditures are completed within due dates and that expenditures are in compliance with bond, grant and Passenger Facility Charges project scopes.
- Analyze the monthly project budget reports and oversee the funding to confirm that project funding ties to the Capital Improvement Plan.
- Oversee development and monitoring of budgets and provide management of financial transactions and administrative processes involving a variety of fund sources.
- Plan and develop budgets for new projects; including analysis of potential funding sources.
- Review, monitor, and analyze approved committee project approvals to verify balances with Capital Improvement Plan (CIP), the Joint Automated Capital Improvement Plan (JACIP) and other Construction Finance spreadsheets.
- Provide guidance to the Construction Finance Section regarding construction funding, budgeting and operational issues. Coordinate and direct consultants, legal counsel and other GOAA departments on matters related to construction funding and/or budget status.
- Establish and maintain procedures so reports are reconciled and submitted for management review and sign-off as scheduled.
- Manage the preparation of the annual Schedule of Federal Awards and State Financial Assistance (SEFA) for interim and final year-end audit.
- Validate that all project related sunshine committee actions are recorded prior to the committee action date, confirm funding is available.
- Review and approve grant draws and supporting documentation.
- Coordinate financial reporting for the maintenance of new Funds, Fund Sources and mass allocation updates in the Oracle Financial System.
- Report monthly, quarterly and annually on the financial and administrative performance of projects, developing management, narrative, and statistical reports.
- Analyze cash entries related to Construction Finance; confirm cash has been recovered from outside sources.
- Analyze various monthly reports such as the fund balance analysis and grant receivable schedules for accuracy and timely completion.
- Back-up for the Oracle month end close and mass allocation entries, monitor that all month end deadlines are met for timely financial reporting.
- Back-up monitor to confirm construction related invoices are paid within the Prompt Payment Act requirements and that the related audit processes are performed and documented.

- Supervise the work of assigned staff. Participate in hiring, monitor time and complete performance evaluations. Recommend disciplinary actions in accordance with policy. Provide guidance and training to develop and improve the skills, knowledge and abilities of staff.
- Serve as the functional super user and process owner of Oracle Grants Accounting and provide first line of support and training. Maintain proficiency in Oracle General Ledger, Oracle Accounts Payable and Oracle Purchasing.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on accounting and three (3) years related experience, or an equivalent combination of education, training and experience. MBA or advanced degree desirable. Experience to include finance and supervisory responsibility. Experience with fund accounting and grant compliance and reporting required, utilization of sophisticated EBS software preferred. Construction accounting experience preferred. Public accounting Single Audit experience preferred. Experience with Oracle preferred. Requires Oracle super user level proficiency within one year of employment.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of grant funding policies and procedures and applicable federal, state and local regulations is preferred.
- Strong knowledge and understanding of the Uniform Guidance and Office of Management and Budget Circular audit requirements, including OMB A-133 and 2 CFR 200.
- Current technical accounting skills including knowledge of GAAP, GASB and financial reporting practices for enterprise fund accounting preferred.
- Knowledge of COSO internal controls framework and Single Audit requirements for grants is preferred.
- Knowledge of COSO internal controls framework and Single Audit requirements for Passenger Facility Charges is desirable.
- Skilled in interpreting complex contracts and financings.
- Knowledge of commercial construction pay applications, retainage payable and GMP contracts desirable.
- Knowledge and experience of various financial areas and handling multiple responsibilities preferred.
- Strong written and oral skills.
- Strong computer skills including Microsoft office suite and extensive knowledge of spreadsheet software with demonstrated ability to create complex spreadsheets, graphs, charts or other reports.
- Demonstrated leadership skills
- Strong research, analytic and technical accounting skills
- Problem-solving skills, attention to detail and a high degree of proactive/reactive ability

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant (CPA)

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately six (6) employees; indirectly supervises a staff of three (3) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work very independently with little supervision or direction determining the application of complex financial issues and interpretation of policy.
- Discretion is exercised and initiative is required.

- Responsible for continuous projects and must be able to manage multiple tasks and projects and adjust work schedule to meet deadlines.
- Review financial reports and correspondence and initiates appropriate action.
- Interface with professionals outside the Authority.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Immediate Supervisor Date

Department Director Date

Chief Financial Officer Date

Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Senior Manager, Finance (Construction & Grants)

Department: Finance

Date: July 6, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	2
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
10 Key Calculator				X			3
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor

Date

Department Director

Date

Human Resources - Compensation

Date

Senior Manager, Purchasing

Department: Purchasing

Date: January 20, 2021

Title of Immediate Supervisor: Chief Financial Officer

Pay Level: L31

POSITION SUMMARY: Responsible for the management of Greater Orlando Aviation Authority's (GOAA) centralized Purchasing and Material Department. Plan, organize, direct and coordinate the Purchasing and Material Control activities including, but not limited to: goods and services, furniture, fixtures and equipment (FF&E) for construction related projects, IT technology related software, materials, supplies, equipment and services, fixed asset management including disposal of surplus and lost and found items. Develop, review, and update procurement strategies, policies, procedures and processes.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversee and coordinate the daily activities and workload of assigned Purchasing personnel, including the issuance of Invitation for Bids (IFB) and Requests for Proposals (RFP), or other approved purchasing processes. Confirm ethical and best practices are adhered to as it relates to all Purchasing Department processes for compliance, consistency, and equity.
- Manage requisitions, Purchase Order and Blanket Purchase Agreement processing to maintain adherence to legal requirements and Authority financial and procurement policies and procedures, applicable codes, laws and statutory requirements, as well as ethical standards.
- Exercise the approval authority delegated to the position by the Authority through the Operational Procedures (Section 450).
- Manage the pre-award/post-award Purchasing Department functions such as negotiating complex procurements, drafting award recommendation memos and other award documents.
- Develop procurement strategies to accomplish assigned functions, meeting priorities, deadlines and goals. Evaluate requirements for scope of work, schedules, standardization, and other considerations. Assist staff in developing pricing and negotiation strategies. Meet with a Policy/SOP Review Team quarterly to continue to improve policies, processes and procedures.
- Oversee the coordination of the development of specifications for goods and services to be purchased by the department and determine the procurement method. Maintain a file of documents and processes that have resulted in successful awards.
- Supervise the review and maintenance of the Purchase Order files. Monitor files to confirm they are properly maintained to protect the Authority's interests and rights under each award and in accordance with applicable law and Authority policy.
- Monitor the use of effective material management practices to maximize existing warehouse space, to facilitate the protection of resources, and to maintain a sensible balance between storing goods for issue and just-in-time deliveries to meet the needs of the Authority in the purchase, delivery, and availability of goods.
- Attend planning meetings related to construction projects and monitor upcoming FF&E or OFM purchases for those projects.
- Manage FF&E or OFM purchases for construction projects in conjunction with Purchasing Supervisor.
- Represent the Purchasing Department in the Appeals/Protests to recommendations of award.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

- Oversee performance evaluation process for areas of responsibility. Manage approval of time sheets in electronic timekeeping system.
- Provide leadership to staff to maintain optimal operation and performance of duties.
- Oversee the Capital expenditure procurements for the hotel facility.
- Prepare annual budget for Purchasing and Material Control.
- Advise Management of issues requiring executive attention or assistance.
- Monitor the use of effective fixed asset management, tracking, item number set-ups, and storage/disposal of surplus property.
- Remain current in knowledge of procurement principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Promote and maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field, and seven (7) years of progressively responsible diversified work experience in procurement, of which five (5) years must have been in a management capacity leading a staff of three (3) or more, or an equivalent combination of education, training and experience. Procurement experience in the public sector is required. Experience in warehouse management is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment and services using requests for quote
- Working knowledge of specification, statement of work and purchase description development in the public sector
- Familiarity with State of Florida contracts and statutes pertaining to public procurement
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent verbal and written communication skills
- Intermediate computer skills and Microsoft Office programs required, working knowledge of Oracle and an eProcurement and ERP systems preferred
- Basic negotiation skills
- Demonstrated leadership skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current certification as a Certified Purchasing Manager (C.P.M.), Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB) or an equivalent certification is required

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately seven (7) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little or no supervision or direction. Substantial latitude in initiative, judgment, and authority
- Responsible for decisions with high monetary impact
- High level negotiation skills
- Rely upon experience and judgment to organize and plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities
- Manage staff to include; planning and administration of training, scheduling, and performance evaluation
- Complete and oversee solicitations and award process
- Prioritize workload within assigned area

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

2-12-2021
Kathleen M. Sherman, CFO [Signature] 2/10/21 2-12-2021
 Immediate Supervisor/CFO Date Chief Executive Officer Date

[Signature] 2-12-21
 Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Officials and Administrators

Rotating Shift: N/A

Senior Manager, Purchasing

Department: Purchasing

Date: January 20, 2021

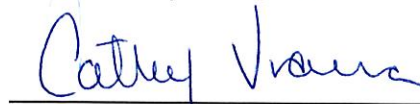
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				3
Lifting: 0 - 20 lbs				X		3
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)	X					3
Other						

SUPERVISOR COMMENTS:


 Karen M. Shannon, CFO 2/10/21
 Immediate Supervisor/CFO Date


 Paul R. B. 2-4-2021
 Chief Executive Officer Date


 Cathy Vance 2/17/21
 Human Resources - Compensation Date

Senior Middleware Analyst

Department: Information Technology

Date: October 11, 2019

Title of Immediate Supervisor: Manager, Automation Software

Pay Level: L31

POSITION SUMMARY: Responsible for analysis, recommendation and support our strategic direction using state-of-the-art middleware technologies to meet the organizations requirements. Sustain a middleware integration environment that provides maximum stability, up time, throughput, and scalability; not just for internal system integrations but also for integration with business trading partners. Analyze enterprise applications where integration is required, and for integration interface services and database development, implementation, support, troubleshooting, and management of the Aviation Authority's AIDB (Airport Integrated Data Broker) products. Work with Application Developers where feasible and practical, and then take responsibility for design, testing, implementation and support of an optimal integration transport. Proactive procedures must be implemented in order to complement the data requirements among the diverse platforms being implemented throughout the Authority.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for the day-to-day activities in the creation/deployment/support of the enterprise application integration environment.
- Analyze and document processes or portions of processes that are identified as candidates for automation.
- Develop and document process automation concepts, options and assessment of their associated costs and benefits.
- Enable automation of business processes across the enterprise using industry standard middleware technologies (XML, SOAP, Web Services etc.) and design them using Service Oriented Architecture (SOA) principles
- Define, maintain, and manage standards of use for the enterprise integration metadata and component reuse repository as well as correct use of integration metrics for use in project estimates.
- Define detailed function, interface and performance requirements for selected automation options consistent with applications standard methodology.
- Work closely with end users, development teams and business partners to confirm the success of multiple system integration projects.
- Provide management oversight of development efforts.
- Establish and maintain the security and integrity of the enterprise integration and infrastructure with supported interfaces.
- Solve technical problems of middleware involving large scale inter-disciplinary objectives within multiple systems.
- Work with DBAs in performing integration related database tuning and optimization.
- Establish, schedule and monitor system logs, reports and alerts for interfaces, disk usage, and application backups and data anomalies while maintaining adequate system resources for supported service, systems and databases.
- Update software/applications in accordance with any maintenance contracts pending or as necessary to keep systems within recommended version guidelines.
- Develop and maintain detailed documentation to support all phases of the SDLC. Define, create and verify the integrity of the enterprise data vocabulary and semantics.
- Map business requirements to technology capabilities, identifying gaps and omissions and designing end-to-end solutions.
- Confirm that proposed application deliverables from the development teams can properly plug into the deployed infrastructure.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications and integration developments.

- Maintain a current knowledge of developments in both hardware and software to insure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Monitor software licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Collaborate with management in the preparation of the Information Systems budget.
- Provide guidance and training to less experienced IT professionals.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Information Technology or related field and directly related practical experience as defined in Experience Requirements or an equivalent combination of education, training and experience. Requires specialization in systems analysis, design, development, testing and system integrations in a medium to large corporate enterprise environment.

Experience Requirements:

- Experience and knowledge using middleware message broker technologies and products such as Oracle SOA Suite; minimum of three (3) years experience designing and/or implementing integration solutions between various WSDL and applications including web-based, custom application and/or major ERP systems like Oracle EBS or Maximo
- Integration experience including system architecture, administration and development
- Three (3) years experience in software or applications engineering and/or technical operations
- Experience defining technical strategies, architecture and database management processes.
- Technical experience developing in XML and BEPL required.
- Should have proven experience with several of the following: DF Diagrams, ER Diagrams, Class Diagrams, Data Modeling, Process Modeling, MS T-Server, Oracle PL/SQL, Java, workflow development tools and Suite system administration tools.
- Must have full life cycle experience in the implementation of and post-implementation support for an Enterprise Application Integration (EAI) system and the deployed integrations. Demonstrated ability to translate user needs into technical requirements.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Able to establish an integration strategy, define needed architectures and standards, and develop integrations
- Familiar with data and process integration techniques using middleware interoperability/coherent distributed architectures
- Expertise in analyzing/applying data architecture and data flow requirements to integration processes
- Strong written and oral communication skills.
- Excellent technical documentation skills.
- Ability to provide proper advice and recommendations to managers and employees at all levels. Strong ability to communicate technical concepts in a non-technical manner
- Able to work effectively in a stressful environment and use professional etiquette when dealing with GOAA personnel and outside vendors
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license



Senior Middleware Analyst

Department: Information Systems

Date: October 11, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

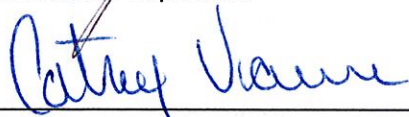
Frequency		Importance				
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Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		3
Sitting		X				3
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	2
51+ lbs					X	2
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

[Empty space for supervisor comments]

Immediate Supervisor  Date 10-17-19

Chief Information Officer  Date 10.17.19

Human Resources - Compensation  Date 10/21/19



Senior Payroll Specialist

Department: Finance

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Finance

Pay Level: L20

POSITION SUMMARY: Process payroll and related payroll taxes. Prepare payroll journals, reconciliations and compliance reporting.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Process bi-weekly payroll for 800+ employees using ADP Workforce Now via Kronos time and attendance interface
- Investigate and resolve payroll issues/discrepancies by collecting and analyzing information; coordinate with internal departments, Human Resources and others as needed.
- Provide prompt responses to inquiries from management, employees and other departments.
- Calculate and process out-of-cycle checks as needed, such as manual checks for terminated employees and bonus checks
- Verify the accurate computation and pay for non-exempt and exempt employees, including miscellaneous pay, leaves of absence, overtime, retroactive pay, partial pay, working out-of-class, overpayments and terminations
- Maintain, design and run payroll related reports using ADP Workforce Now and Kronos
- Verify the accuracy of all time sheets, hours, earnings, accumulators, etc.
- Follow payroll policies and procedures, report and recommend needed changes. Identify and document issues/errors and resolutions for future reference and process improvement. Document and update current processes and procedures as required.
- Balance Kronos time sheets before transmittal to ADP and compare the ADP payroll reports to data submitted
- Prepare payroll journal entries, including the bi-weekly payroll entry, and import from ADP into Oracle General Ledger.
- Prepare monthly and fiscal year-end payroll accruals for proper recording of payroll expenses for expenditure analysis and financial reporting purposes
- Assist in the reconciliation of payroll related general ledger accounts and prepare journal entries required to adjust the General Ledger
- Prepare payroll related wire transfers and requests for payments to vendors
- Comply with local, state and federal laws and regulations, and Authority policies relative to payroll and employee compensation taxable withholding. Keep informed and up-to-date on changes in tax and deduction laws that apply to the payroll process. Perform research, interpret and report related findings of the Federal and State payroll laws and Authority policies.
- Verify accuracy and timely filing of the 941 quarterly payroll tax returns, W-3 and W-2 forms
- Maintain and protect payroll operations by keeping information confidential
- Assist with testing interfaces during software upgrades
- Monitor outstanding checks to adhere to escheat property laws
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting and two (2) years payroll processing experience, or an equivalent combination of education, training and experience. Experience with ADP Workforce Now, Kronos and customs reports preferred. Must have experience processing payroll for 500+ employees. Experience processing payroll for Firefighters desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of payroll, payroll related taxes and compliance with local, state and federal payroll/tax regulations, including Fair Labor Standards Act (FLSA) rules
- Must be detailed oriented, accurate and have time management skills
- Must be able to work under strict deadlines and be reliable
- Familiar with Bloomberg BNA – Payroll Administration reference library
- Knowledge of garnishment, child support and levy processes
- Advanced skills in Microsoft Office, experience with financial, payroll and timekeeping system
- Must possess strong interpersonal skills to deal tactfully and courteously with employees and the general public
- Ability to handle and prioritize multiple responsibilities and work in a changing environment
- Must be able to work independently as well as in a team environment
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Payroll Professional certification desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- May be responsible for routine analysis, interpret policies and procedures and have limited problem resolution.
- Deals with customers, internal department and external vendors within established guidelines

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Elise Alfonso 1.11.19
Department Manager Date

Maui Demms 1/11/19
Department Assistant Director Date

Pam Atterbury 1/11/19
Department Director Date

Lauren McGuire 1/14/19
Chief Financial Officer Date

Henry Bond 1-16-19
Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Senior Payroll Specialist

Department: Finance

Date: October 12, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
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Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking						X	2
Sitting			X				3
Lifting:	0 - 20 lbs					X	2
	20 - 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
SUPERVISOR COMMENTS:							

Elsie Jefferson 1.11.19
Immediate Supervisor Date

Pam Lattin 1/11/19
Department Director Date

Cathy Vance 1/11/19
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Production Technician

Date: February 16, 2015

Department: Public Affairs

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Title of Immediate Supervisor: Manager, Public Affairs

Shift Premium: No

POSITION SUMMARY: Coordinate, develop and provide expertise on audio, video and display systems setups. Monitor and maintain technical systems operation for public presentation and media productions handled through the Public Affairs Department. Provide AV support for GOAA special events. Provide AV technical support on and off property for public presentation and briefings. Provide technical and production support to ensure creatively and technically sound Board meeting presentations. As the Senior Technician, provide guidance and assistance to the Production Technician.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not to preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Provide the required level of support for GOAA audio, video and other technical systems presentations and productions handled through the Public Affairs department. Support may include analysis and planning; set-up; wiring/cabling; operating equipment; developing PowerPoint, DVD's, CD's, digital media, etc.; taking down following event; or providing advice and technical assistance. Support often includes overseeing maintenance crews assigned to a project, and the completion of related work orders. Determine specifications and advise management of equipment, personnel and supplies required for each presentation/production.
- Provide technical and creative support to ensure excellent Board meeting presentations. Integrate presentations from various sources; evaluate and make recommendations to ensure best use of media and equipment. Confirm that all equipment is working at peak efficiency.
- Coordinate acquisition and transportation of needed equipment to ensure on-time production, both on- and off-airport property
- Provide a variety of technical assistance for community events, airlines and community/business partners, film/production crews, and occasional community service assignments
- Set up rooms and equipment for Sunshine meetings in accordance with legal requirements
- Photograph or produce digital/video recording of GOAA announcements and events.
- Develop PowerPoint presentations for GOAA Board members and Executive staff as requested, and often accompany them to ensure the presentation is technically sound on the equipment provided.
- Prepare video and audio editing and reproduction.
- Oversee quality, quantity and timeliness of work performed by the Production Technician; ensure compliance with established policy, procedure and standards. Advise management of areas of concern.
- Establish and maintain an inventory of all Public Relations audio/video equipment and supplies. Develop and maintain department's extensive media archive, researching and recommending the most effective and efficient storage methods.
- Advise management of areas of concern and equipment upgrade recommendations.
- Provide for safety and security of work area.
- Perform other duties as assigned

EDUCATION /EXPERIENCE REQUIREMENTS:

Associate degree in electronics and five (5) years experience to include both technical and production work in the operation of systems related to sound reinforcement, video and audio production and control, and professional entertainment presentation systems; or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to problem-solve in a demanding environment, establish priorities, and efficiently plan work to meet deadlines
- Demonstrated understanding of the workings of analog, electronic and digital media
- Demonstrated ability to discern the compatibility of different forms of electronic equipment and digital media
- Creative skills to assist with media productions and video/photography
- ~~Leadership skills to effectively provide oversight and direction to the Production Technician~~

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers license

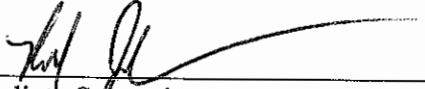
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

~~LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*~~

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Responsible for extensive technical systems and equipment
- Must use good judgement in providing support equipment and systems that will enhance the presentation of GOAA programs to the public
- Coordinate closely with departmental scheduling to ensure timely response
- Make routine decisions related to prioritizing support requests and department response

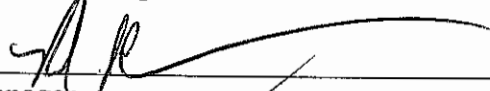
APPROVAL SIGNATURES:



 Immediate Supervisor

20 FEB. 15

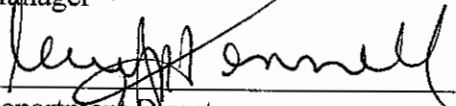
 Date



 Manager

20 FEB. 15

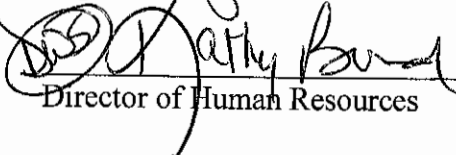
 Date



 Department Director

2/20/15

 Date



 Director of Human Resources

2-26-15

 Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Senior Production Techniciqn
 Department Public Affairs

Date February 16, 2015
 Secti 021

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

	<u>Frequency</u>
Constant	- More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent	- 51-80% (4 1/2-6 hours per 8 hour day)
Frequent	- 21-50% (2 1/2-4 hours per 8 hour day)
Occasional	- 6-20% (1-2 hours per 8 hour day)
Rare	- 0-5% (Less than 1 hour per 8 hour day)

Importance

3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting			X			2
Lifting A. __ 0 - 20 lbs.		X				3
B. __ 21- 50 lbs.		X				3
C. __ 50+ lbs.			X			3
Bending/Stooping		X				3
Pushing, Pulling, and/or Digging			X			3
Reaching over Head			X			2
Kneeling, Crawling			X			3
Climbing (ladders, stairs, hills)			X			3
Typing/CRT (attention to detail)			X			2
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing		X				3
Writing			X			2
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

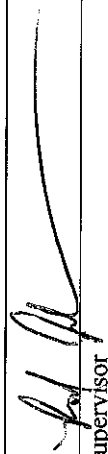
- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes					X	1
Chemicals					X	1
Insects				X		1
Heights, Confined Areas				X		2
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Use of GOAA Vehicle		X				3
Audio/Visual Equipment	X					3
General office equipment (computer, copier, fax, etc.)			X			3

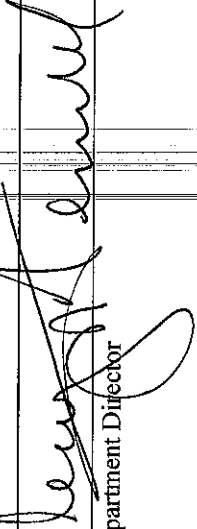
Supervisor Comments:



 Immediate Supervisor

20 Feb 15

 Date



 Department Director

2/20/15

 Date

Senior Project Controls Specialist

Department: Engineering and Construction

Date: May 16, 2022

Title of Immediate Supervisor: Manager, Project Controls

Pay Level: L23

POSITION SUMMARY: Provide management support on a variety of public and project-related meetings. Assist management in the supervision of project administrative functions as required. Monitor and lead the processing of pay applications and invoices, confirming compliance with contract documents, GOAA policies and procedures, Florida State Statutes Prompt Payment Act, and federal and state grant requirements. Assist in the oversight of the processing of various engineering/ construction documents such as start-up packages, requests for proposal, invitations to bid, bids, change orders, and closeout documents. Manage the Construction and Engineering Box.com site. Work closely with consultants, contractors, external agencies and GOAA staff.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor the recording secretary support of various Sunshine meetings, which may include the Construction Committee, Professional Services Committee, and Design Review Committee, including preparation and posting of committee agenda; attendance at committee meetings; preparation and publishing of minutes; and following meetings, confirmation that action items have been assigned and completed prior to the next meeting; preparation of related correspondence; and maintaining current knowledge of GOAA Legislative Acts, Policies and Procedures, as related to the sunshine committees.
- Assist management in the supervision of the support tasks for the Professional Services Committee, including preparing agendas and minutes for pre-submittal and pre-proposal conferences; managing the related RFP/RFQ email box for Q/As and confirming responses are posted timely; processing and distributing Letters of Interest (LOIs) and Statements of Qualification (SOQs), verifying compliance with Florida State Statutes regarding public records exemption on financial records; performing reference checks for LOIs/SOQs, preparing related reports, and verbally presenting findings to the PSC at the meetings; drafting and distributing all related letters to proposers; following up with firms on outstanding documentation and maintaining appropriate review/approval of said documentation; and, posting all related updates to GOAA's website.
- Assign bid openings and supervise the preparation of agenda, sign-in sheets and tabulation sheets. Review and approve the preparation of the bid opening minutes and bid tabulation sheet prior to distribution.
- Submit legal classified advertisements to the appropriate media and the GOAA website in a timely manner. Prepare required notification letters and coordinate with Project Managers so that deadlines are met. May draft advertisements for expiring contracts. Complete final review of advertisement prior to submitting, and confirm published documents are accurate. Determine appropriate dates to advertise based on Board schedule.
- Assist management in the supervision of the review of invoices and preparation of project-specific pay applications, direct pays, and service receipts for assigned departments. Confirm payments are verified as specified in the contracts and confirm compliance with the GOAA's financial system requirements and policies, Florida State Statute, and regulatory or grant requirements. Verify that amounts paid and all required items, signatures, documentation and compliance are submitted; follow up as necessary. Advise on payment decisions when applications/invoices do not fit into established procedures. Develop new procedures for new regulations, when applicable. Maintain documentation as required.
- Lead the creation of requisitions within the Oracle Financial system for non-project related contracts and department services. Confirm payments are verified as specified in the contracts, and compliance is confirmed with the GOAA's financial system requirements and policies. Prepare year-end accruals for assigned accounts.
- Confirm that Project Managers have prepared, or independently had prepared when necessary, start-up packages in a timely manner so that project accounts and funding are in place prior to related approvals and billings. Assign

project number, review accuracy of project type, procurement method, etc., and initiate start-up workflow in SharePoint for appropriate approvals, and forward to Finance. Train/assist new Project Managers in the process.

- Supervise the coordination of the project closeout process, which includes reviewing closeout manuals, checking for compliance to contract specifications and GOAA policies and procedures, and identifying and following up on incomplete items. Review prepared closeout letters for presentation to the Construction Committee, as applicable, to approve contractors' final payments. Supervise the preparation of the Certificate of Substantial Completion and other required documents, as needed. Analyze accounts to determine if available balances are to remain in the program, and note triggers to begin closeout process at the appropriate time. Analyze account following closeout to determine when contingency funds can be unencumbered.
- Monitor the administration of the Box.com website for sunshine agendas, professional invoicing submissions, project documents, and other communications. Authorize users, trouble-shoot the website for users from other departments, consulting firms, contractors, etc. Provide training and help guides for using the website.
- Monitor the administration of SharePoint folders for related Sunshine meetings and project administration/ project management folders. Create subfolders, shared folder queries, and authorize users as needed.
- Expedite change orders and field change orders and coordinate the signature process. May include drafting change orders for approval, confirming contract, GOAA policy and regulatory compliance. Confirm that field change orders are converted to approve change orders prior to closeout.
- Participate as assigned in department BCP, conversion to SharePoint, establishing procedures, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Accounting, Computer Science or closely related field, and four (4) years of work experience to include project administration and fundamentals of cost accounting, or an equivalent combination of education, training and experience. Experience with a construction firm, consulting firm, law firm, in an airport or other public sector environment preferred. Experience with Sunshine meetings preferred. Construction Management at Risk/GMP experience is preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of Microsoft Office systems, Visio, Adobe Acrobat Pro required
- Knowledge of Oracle Financial system, IPro database, and Document Management system (SharePoint) preferred
- Demonstrated knowledge of job costing and cost accounting
- Organizational skills to manage multiple and diverse activities and projects
- Able to interpret detailed information and provide analysis to senior management
- Excellent oral and written communication skills, as well as interpersonal skills
- Able to assist in the development and implementation of policies and procedures
- Demonstrated attention to detail
- Knowledge of related construction, design, legal and scientific terms is preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*





- May lead the work of staff and staff extension consultants

LATITUDE AND/OR INDEPENDENT JUDGEMENT: (Include examples of situations where this position might position might exercise independent and make decisions)

- Work independently under minimal supervision, exercising considerable judgment and discretion
- Interpret policy, contracts, laws, etc.
- Monitor compliance with policies, procedures, local, state and federal statutes
- Responsible for decisions with high monetary impact
- Use good judgment in making pay decisions when applications/invoices do not fit into the established procedures, and in releasing contingency funds
- May identify/establish new procedures

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 _____ Immediate Supervisor	<u>5/18/22</u> Date	 _____ Department Assistant Director	<u>18 May 2022</u> Date
 _____ Department Senior Director	<u>5/19/22</u> Date	 _____ Sr. Director, HR & Risk Management	<u>6-7-2022</u> Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A



Senior Project Controls Specialist

Department: Engineering & Construction

Date: May 16, 2017

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing			X			3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						

SUPERVISOR COMMENTS:

Chun L Bayter 5/18/22
Immediate Supervisor Date

[Signature] 5/19/22
Department Senior Director Date

[Signature] 5/24/2022
Human Resources - Compensation Date

Senior Project Manager – Structured Cabling

Department: Information Technology

Date: December 8, 2021

Title of Immediate Supervisor: Assistant Manager, Structure Cabling

Pay Level: L28

POSITION SUMMARY: Provide project management and analysis oversight for construction-related activities pertaining to telecommunications, serving as a communications infrastructure advisor. Provide leadership, instruction and orientation to Project Manager, Structured Cabling employees and GOAA Contractors on GOAA low voltage projects, process and procedures. Act as a primary customer contact for project activities, leading project review sessions with clients to discuss cost, schedule, and technical performance. Serve as liaison between user groups, systems managers and the technical staff developing solutions.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Lead the coordination, planning, engineering, and utilization of the Authority's voice and data communication systems to achieve maximum efficiency and operational performance within budgetary limits
- Review voice and data structures, cable plan designs, construction and design detail drawings for cabling systems; assist with cable schedules and construction issues
- Serve as liaison with Aviation Authority Departments and Committees to address communications infrastructure concerns and requirements during all phases of the project including planning, design, development and construction
- Design cable infrastructure, cabinet layouts, distribution frames and patching facilities. Perform studies, analyze technical data, inspect, review and ensure the adherence to cabling standards and policy.
- Work with Contractors and OARs to provide physical locations of GOAA/Vendor/Tenant communication rooms as needed for project architecture.
- Provide input and leadership for the architectural review process or infrastructure build out projects.
- Provide leadership, instruction and orientation to GOAA Contractors on GOAA low voltage process and procedures.
- Coordinate with contractors and engineers, on the selection and placement of communications systems for renovation and new construction. Establish and project costs associated with proposed infrastructure.
- Coordinate and manage contractors at job sites, including monitoring their work, facilitating equipment deliveries, identifying, and escalating any improper issue. Act as on-site facilitator during construction and build out of any building including cable installation, electrical power and HVAC.
- Prepare Project Roadmap with concurrence of all participating organizations, including identification of work and organizational breakdown structures, requirements creation and management. Be prepared to provide cost and material estimates, milestone payment schedule, risk and communication management plans if requested.
- Track all expenses related to a project and review invoices for accuracy and prepare for approval process.
- Lead staff and provide guidance in the resolution of customer connectivity issues.
- Provide guidance to other Project Manager, Structured Cabling employees as needed.
- Analyze voice and data communications requests and determine the most cost effective and compatible means by which maximum efficiency and economics can be achieved.
- Develop, maintain, update, and provide oversight of all Structured Cabling documentation, and assets. These assets can include, but are not limited to cabling records, program workflows and processes, software toolsets (licenses, and support), physical tools and testing devices.
- Keep abreast of trends and technical developments in the field by self-study, participation in job related seminars, courses, or conferences, and liaison with vendors.
- Prepare, review and maintain schedules of activities and milestones on related projects.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Telecommunications, Electrical or Electronics Engineering with seven (7) years of experience in copper and fiber optic cable installation, design and analysis. Three (3) years of experience in telecommunications, computer room design, and cable distribution methods; including utilization of basic principles of electronics and components. Five (5) years of experience in estimating and managing various size telecommunication projects, or an equivalent combination of education, training and experience. Two (2) years of enterprise telephone system experience desired.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of cabling installations standards ANSI/TIA/EIA 568-A, 569, 606 and 609
- Knowledge in all areas of structured cable installation and design including surveys, estimates, Outside Plant, fiber optic, National Electronic Code, IEEE standards
- Knowledge of Ethernet, MPLS topologies, EIA/TIA standards, BICSI TDM Manual
- Ability to interface with users and staff and possess excellent oral and written communication skills
- Knowledge of electronic principles and components
- Knowledge of enterprise telephone system desired
- Knowledge of PowerPoint, MS Projects, MS Word, Excel, AutoCAD, and Visio desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- BICSI Installer certification preferred
- Fiber Optic Installation and Testing certification preferred
- RCDD certification preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

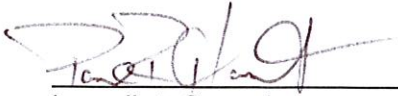
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision – high level of initiative, judgment
- Counsel or develop solutions for unusual problems, handle non-routine situations
- Coordinate and manage contractors at job sites and assist users with connectivity problems
- May be responsible for the quality and quantity of work, costs, methods
- Advise project managers and contractors on cabling routes for inside and outside plant applications
- Participate in the design, installation, maintenance and troubleshooting of voice and data networks

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor

24-Jan-22

Date



Department Director

1/24/2022

Date



Sr. Director, HR & Risk Management

1-26-2022

Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A

RECEIVED

JAN 25 2022

HUMAN RESOURCES DEPT



Senior Purchasing Agent

Department: Purchasing

Date: October 1, 2018

Title of Immediate Supervisor: Assistant Director, Purchasing or Manager, Purchasing Contracts Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed fifty thousand dollars (\$50,000), are complex, and many are formally solicited advertised solicitations. Process includes market research, specification development, locating vendors, solicitation, negotiation, price analysis, value analysis, award determination or recommendation, award and purchase order processing, and contract management.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare solicitation packages with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Obtain quotes, bids, and proposals and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate. Responsibility is primarily for complex services much of which is formally advertised, of high dollar value, and with performance periods spanning multiple years. Evaluate quotes, bids and proposals, prepare award documents, and sign those within signatory limit. Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Maintain Contract File Master in central records. Update specifications to Contract documents and statement of work to reflect amendments and scope changes. Provide required documents to Contract Administrator.
- Review requisitions for approvals, adequate funding and sufficient information. Obtain necessary clarifications or approvals, process documents as required. Enter Standard Purchase Orders into Oracle as required for Contracts.
- Review and refine purchase descriptions, specifications and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting complex service specifications to enhance competition. Coordinate with requesting department to confirm drawings and specifications are completed within timeframe to meet required deadlines.
- Prepare solicitations in accordance with Authority Policy and Procedures and applicable codes, laws and statutory requirements. Initiate procurement through formal advertisement when appropriate. Perform market research to gain an understanding of goods and services to be purchased, to develop specifications, to become proficient in assigned commodities, to assist customers in obtaining product information, and to develop a broad vendor base.
- Advise and assist customers in using the purchasing system to obtain goods and services. Resolve delivery problems with Material Control and payment concerns with Finance.
- Facilitate pre-solicitation and pre-bid meetings, bid and proposal openings, and other meetings with vendors and customers as needed.
- Perform review of formal solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks. Facilitate staff evaluation team meetings for award recommendations. Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly.
- Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly.
- Meet with the Contract AAR on a regular basis, and at least annually schedule meeting with AAR and Contractor to discuss any Contract issues. Review payment requests and work with AAR and Contractor to obtain any documents needed to keep the Contract in compliance.
- Facilitate contractual conflict resolution to include identification of conflict source, development of corrective action plan, and monitor progress of action plan up to and including Contract termination if required.
- Verify expired Contracts include all required documentation and update the master file.
- Confirm assigned work is performed in a timely fashion.

- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting bids and proposals and the use of formal advertising for major items and services. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services using invitations for bid and requests for proposal
- Working knowledge of specification, statement of work and purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement
- Excellent verbal and written communication skills
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, etc.)

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) or an equivalent certification.

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Bruce H. Sant 10/18/18
Department Manager Date

Denise K. Schmede 10/12/18
Department Assistant Director Date

Lauren M. Shannon 10/18/18
Chief Financial Officer Date

Kathy Bond 10-31-18
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Senior Purchasing Agent

Department: Purchasing

Date: October 1, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 - 20 lbs				X		3
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
SUPERVISOR COMMENTS:							

Denise K. Schneider 10/10/18
Department Assistant Director Date

Lauren M. Shuman 10/25/18
Chief Financial Officer Date

Cathy Brown 10/23/18
Human Resources - Compensation Date

**Senior Purchasing Agent (Goods & Services)**

Department: Purchasing

Date: March 9, 2020

Title of Immediate Supervisor: Supervisor, Purchasing

Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed fifty thousand dollars (\$50,000), can be complex and often require lengthy authorization processing. Position activities include, but are not limited to, market research, specification development, locating vendors, solicitation processing, negotiation, price analysis, value analysis, award determination or recommendation, authorization document development, award and purchase order processing

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare solicitation packages with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Obtain quotations and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate. Responsibility is primarily for complex purchases, of high dollar value, that require multi-step approval/authorization processing. Review quotations, and assist in the preparation of award documents.
- Assist in the review of requisitions for approvals, adequate funding and sufficient information. Obtain necessary clarifications or approvals, and process documents as required. Create Standard Purchase Orders from approved requisitions as required. Create Blanket Purchase Agreements and Contract Purchase Agreements as required.
- Review and refine purchase descriptions, specifications and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting purchase specific specifications to enhance competition. Coordinate with requesting department to verify specifications and attachments are completed within timeframes to meet required deadlines.
- Prepare solicitation in accordance with Authority Policy and Procedures and applicable codes, laws and statutory requirements. Perform market research to gain an understanding of goods and/or services to be purchased, develop specifications, become proficient in assigned commodities, assist customers in obtaining product information, and develop a vendor base consistent with the needs of the associated procurement.
- Act as Lead for furniture, fixtures and equipment (FF&E) purchasing activities for Airport Hotel and assist the Purchasing Supervisor with Construction projects; attend planning meetings, set delivery schedules, and follow up and expedite deliveries to meet the needs of long lead schedules; follow up on billing inquiries.
- Assist in the facilitation of pre-bid meetings and other meetings with vendors and customers as needed.
- Receive and review quotations; assist in the development of award recommendation memos, and prepare award documents.
- Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Advise and assist customers in using the Authority's procurement processes to obtain goods and services. Provide guidance to customers in purchase description development.
- Resolve delivery issues with Material Control and payment issues with Finance.
- Confirm assigned work is performed in a timely fashion.
- Maintain a high level of customer service for internal and external customers.
- Act as a mentor to purchasing agents.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting quotations and the use of formal advertising for major goods and services. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services using requests for written quotations
- Remain current in knowledge of purchasing principles; Authority policy, procedures, methods and accepted operational processes; demonstrate proficiency in their practical application
- Working knowledge of specification, statement of work, purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement
- Excellent interpersonal, verbal and written communication skills and able to effectively interact with internal and external customers
- Intermediate to advanced Microsoft Office program skills (Word, Excel, PowerPoint, etc.) required, working knowledge of Oracle and an eProcurement system preferred
- Demonstrated analysis and problem resolution skills
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects
- Basic negotiation skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) or an equivalent certification

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Work independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor 3/16/20
Date



Department Assistant Director Date



Chief Financial Officer 3/18/20
Date



Sr. Director, HR & Risk Management 6-15-2020
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Senior Purchasing Agent (Goods & Services)

Department: Purchasing

Date: March 9, 2020

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing				X			3
Writing				X			3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
SUPERVISOR COMMENTS:							


 _____ 3/17/20
 Immediate Supervisor Date


 _____ 3/23/20
 Chief Financial Officer Date


 _____ 3/26/20
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Senior Revenue Control Specialist

Date: May 19, 2017

Department: Finance

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Revenue Control

POSITION SUMMARY: Responsible for invoicing and collection of revenue for the Authority in accordance with internal controls procedures, policies and agreements; monitoring and balancing receivable accounts; preparing monthly revenue accruals; preparing monthly sales, federal excise and municipal utilities tax returns; compiling, reconciling, and recording parking revenue activity.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Coordinate with Commercial Properties, Concessions and other departments to facilitate invoicing of revenue
- Generate and review monthly rent invoices entered into the system by Commercial Properties, Concessions and other departments
- Generate invoices on a monthly basis for activity based and other miscellaneous revenues on a timely basis
- Monitor and balance receivables, maintain spreadsheet schedules, prepare direct pay requests and make adjustments to accounts receivable (AR) and general ledger (GL), as necessary, usually via journal entries
- Contact delinquent customers to resolve issues and to collect payments
- Document all collection efforts and work with other departments on resolving billing discrepancies
- Prepare monthly sales tax, gross receipts tax, excise tax and municipal utilities tax returns
- Work with other departments to provide any information requested in the way of performance statistics, current status, and problem solving
- Generate reports from the Authority's accounting system to support invoices and collection of revenue and/or provide information to the general public
- Prepare monthly revenue accruals.
- Compile, summarize and analyze parking revenue activity and record related transactions to GL
- Cross train in all areas of AR in case of emergency, provide guidance and assist in training
- Prepare year-end schedules and assist internal and external auditors as needed
- Assist with the preparation of month-end and year-end schedules
- Assist with financial system application testing as needed and troubleshoot system error and issues
- Understand and follow the Authority's policies and procedures and the internal control designated for the Revenue Control Department
- Update departmental procedures and internal controls as required
- Perform other duties as assigned

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor of Science or Bachelor of Business Administration degree in Accounting, or similar degree and two (2) years of related work experience, or an equivalent combination of education, training and experience. Collection experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must be familiar with computerized general ledger and accounts receivable accounting systems
- Extensive analytical skills
- Extensive knowledge of MS Office or similar software
- Ability to handle multiple responsibilities in various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public; deal tactfully and courteously with employees and the general public
- Meticulous attention to detail
- Must possess a solid understanding of basic accounting concepts, practices and procedures

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or identification card

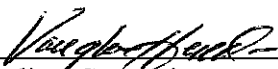
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Prioritize daily and monthly work
- Utilize contractual framework to perform collection efforts in accordance with Authority policy and procedures
- Determine matters that are outside the normal policy and general office routines that must be referred to the supervisor

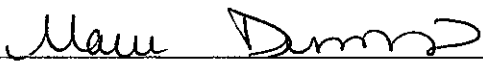
APPROVAL SIGNATURES:



 Immediate Supervisor

5/22/17

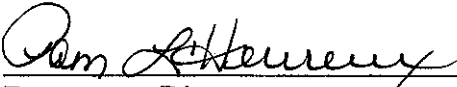
 Date



 Assistant Director

5/22/17

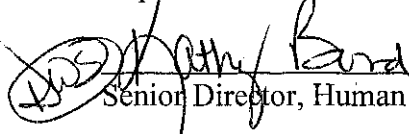
 Date



 Department Director

5/25/17

 Date



 Senior Director, Human Resources & Risk Management

6-2-17

 Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Senior Revenue Control Specialist
 Department: Finance

Date: May 5, 2017
 Section: 111

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	2
Walking					X	2
Sitting	X					3
Lifting					X	2
A. 0 - 20 lbs.					X	1
B. 21 - 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

[Signature]
 Immediate Supervisor

5/22/17
 Date

[Signature]
 Department Director

Date

5/26/17

Senior Small Business Administrator

Department: Small Business Development

Date: January 28, 2021

Title of Immediate Supervisor: Director, Small Business Development

Pay Level: L24

POSITION SUMMARY: Assist in the management and coordination of the overall Small Business participation and compliance activities. Manage the contract development and compliance of Small Business participation requirements for the complex Engineering and Construction contracts. Responsible for identification, analysis and reporting on small business participation and compliance. Review and approve staff analysis on bids, proposals and other compliance requirements. Draft new/alternative contract requirements to maximize small business participation.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist in the management and coordination of overall contract compliance for the Small Business Department. Review and approve staff analysis on bids, proposals and other compliance issues. Identify and coordinate with Director on complex issues with Prime vendors or agency departments.
- Manage the contract development and compliance of Small Business participation requirements for the complex Engineering and Construction contracts.
- Responsible for identification, analysis and reporting on small business participation for Professional Services Committee, Construction Committee and Authority Board agendas.
- Review and approve goal language for Request for Proposals (RFP) and contracts for appropriate small business participation/representation for DBE/MWBE/LDB/VBE enterprises. Draft new/alternative contract requirements to maximize small business participation.
- Validate and coordinate the collection of data used to monitor and report small business participation. Identify and resolve data discrepancies; maintain and evaluate tracking reports for PEC, Concessions and Good and Services.
- Review Letters of Interest and Statements of Qualifications for compliance and report findings.
- Coordinate with Concessions, Purchasing and other departments as assigned during the preparation or review and processing of contract documents; validate appropriate representation of DBE/MWBE/LDB/VBE enterprises.
- Assist in the development of strategic initiatives and processes with Engineering, Construction, Concessions and Purchasing to solve issues, negotiate, provide alternate solutions and maintain appropriate participation, communication and implementation of the Small Business Program in these departments.
- Attend Construction Committee, Professional Services Committee, Board Meetings and other meetings as assigned by Director to address Small Business inquiries. Represent the department in the discussion of Small Business data analysis, program processes and outcomes.
- Develop and coordinate with Director the reporting requirements of the DBE and ACDBE annual and tri-annual achievement to Federal Aviation Administration (FAA) and respond to inquiries from FAA. Perform statistical analysis for the development of goal achievements, using census data and other reports. Prepare documentation for legal review and presentation for public hearings.
- Provide staff guidance and education to department staff and contractors.
- Assist Director in the assignment of work; overseeing the quality, quantity and timeliness of work performed; confirming compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions.
- Review and approve the reconciliation of the department's procurement card.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration, Finance, Construction Management or a closely related field and four (4) years experience in small business program development and contract management and compliance responsibilities and or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong working knowledge of Federal, State and Local policies related to MWBE, LDB, SBE and SDVOBE and small business programs
- Knowledge of contract development and negotiation principles and practices; knowledge of contract specification writing; ability to read and interpret contract and solicitation documents
- Excellent analytical, problem solving and negotiation skills
- Working knowledge of Microsoft Office suite, IPro, Small Business Data Management System and similar software preferred
- Must possess a strong layperson's knowledge of engineering and construction means and methods, and management principles
- Demonstrate professionalism and leadership; strong communication skills; ability to interact with Authority staff, contractors, small businesses, and representatives of government/regulatory agencies
- Ability to plan, schedule, organize, prioritize and manage multiple projects
- Excellent attention to detail
- Leadership skills preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising high level of independent judgement and discretion
- High level problem - solving skills
- Make emergency decisions
- May be responsible for the quality and quantity of work and methods
- Manage multiple projects with a wide variety of tasks, determining priorities

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APPROVAL SIGNATURES:



Immediate Supervisor/Director 2-23-21
Date



Chief Administrative Officer 2-25-21
Date



Sr. Director, HR & Risk Management 3-9-2021
Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Senior Small Business Administrator


Department: Small Business Development

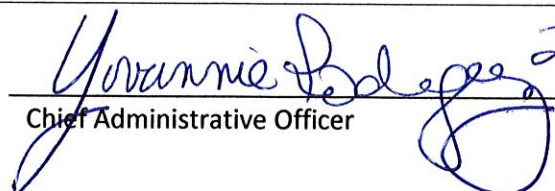
Date: January 28, 2021

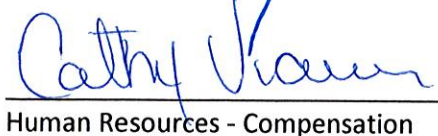
In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				2
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:


 2-23-21
 Immediate Supervisor/Director Date


 2-25-21
 Chief Administrative Officer Date


 3/3/21
 Human Resources - Compensation Date

Senior Social Media Strategist

Department: Customer Experience

Date: November 6, 2019

Title of Immediate Supervisor: Director, Customer Experience

Pay Level: L25

POSITION SUMMARY: Create and maintain the Greater Orlando Aviation Authority's (GOAA) presence on social media sites, company blogs, and related. Monitor performance of social media initiatives and recommend changes. Monitor emerging social media tools and their potential uses for GOAA. Oversee platform design, creating and publishing relevant, original, high quality content.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Maintain GOAA's presence on social media sites (including but not limited to: Facebook, Twitter, Instagram, etc.). Recommend additional sites as appropriate.
- Identify and initiate methods of increasing the overall exposure of GOAA and brand awareness through search engine optimization. Identify target customers and tailor campaigns based on an in-depth understanding of each site's audience.
- With Customer Experience, Marketing and Public Affairs management, identify key performance indicators and establish well-defined social media goals. Evaluate for Return on Investment.
- Identify statistical modeling tools and effectively implement and utilize data analytics to track the performance of social media initiatives and implement changes to improve business results and achieve established goals. Provide appropriate data and analyses to various GOAA departments (BHS, Airline Division) and senior management.
- Respond to or refer user comments/questions as appropriate.
- Oversee platform design, creating and publishing relevant, original, high quality content. Adjust content/strategy based on sensitivity to Customer Experience, Marketing and Public Affairs initiatives as well as key metrics analysis and feedback.
- Monitor emerging social media tools and trends, evaluate how they can be incorporated into GOAA's social media/Marketing/Public Relations plan.
- Recommend appropriate social media response in reacting to emergency situations.
- May assist/back-up others on assigned projects.
- Work closely with the Marketing and Public Affairs departments to maintain consistency of message and goals
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and four (4) years experience directly related to marketing, public relations or hospitality, including social media responsibilities, or an equivalent combination of education, training and experience. Supervisory experience preferred.

Senior Social Media Strategist

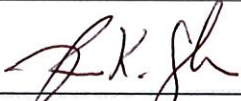
Department: Customer Experience


Date: November 6, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking				X			3
Sitting			X				3
Lifting: 0 – 20 lbs						X	2
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing						X	3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3

SUPERVISOR COMMENTS:


 Immediate Supervisor _____ Date 11/18/19


 Department Director _____ Date 11/18/19


 Human Resources - Compensation _____ Date 11/20/19

Senior System Administrator

Department: Information Technology

Date: March 11, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L29

POSITION SUMMARY: Implement, support, troubleshoot and manage all Windows-based data servers for the Authority. Include many facets of server and storage design, installation, management and security. Able to provide support, troubleshooting and management of Linux systems as necessary. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Microsoft Windows Server, Linux, Internet Information Server, VMWare virtual infrastructure, etc. May require support of Windows client systems and network infrastructure. Provide support and direction to System Administrators on assigned task.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, scanners.
- Monitor the system management console for error conditions and overall performance, troubleshooting and resolving complex problems, proactively resolve potential issues and anticipate infrastructure needs. Perform all functions related to the configuration and maintenance of the server management software.
- Provide support and direction to System Administrators and may serve as lead on assigned task.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keeps current computer virus protection on the network servers and nodes.
- Establish and regulates server disk space allocation and utilization by users. Coordinate and resolve system usage conflicts between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of concurrent licensing agreements and violations of copyright laws.
- Implement domain security in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Collaborate with management in the preparation of the Information Technology budget.
- Prepare status and reports to management as needed. Provide proper advice and recommendations to management and employees at all levels.

- If assigned to the GOAA Computer Security Incident Response Team (CSIRT), will be responsible and accountable for responding to required information security related incidents including those which may impact the confidentiality, integrity, or availability related to PCI DSS, privacy data, or GOAA confidential information. Responsible for thorough understanding of the Authority's CSIRT plan and the employee's specific role and level of authority within that plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and seven (7) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience. Experience with Linux (Red Hat/Oracle) Windows 2008/2012/2016/2019 Server, Windows 7/8/10 and VMWare and VSphere required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment; CA Arcserve UDP; HP Openview, System Insight Manager, VMWare vRealize or other system management software, is highly desirable. Experience with server applications (ie: SQL Server, IIS, Exchange, SharePoint) is desired. Previous leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Configuration and maintenance of certificate authorities is a plus
- Must possess a thorough knowledge of information technology concepts, client server technology, electronic mail, communication servers, and database servers
- Excellent verbal and written skills, including the ability to communicate effectively and work with others in a team environment.
- Excellent research and technical documentation skills
- Self-motivated with demonstrated ability to perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems
- Good organizational skills; ability to deal with multiple tasks and finish tasks in a timely manner.
- Ability to work effectively in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Able to identify business process improvement opportunities and escalate for evaluation, if applicable
- Demonstrate leadership skills
- Excellent analytical skills and the ability to troubleshoot and resolve hardware and software problems
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Microsoft MCITP, MCSA, MCSE or VMWare certification is desired
- Linux certification is desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently with little supervision or direction, high level of latitude in initiative, judgment
- Independent judgment for complex technical issues is critical and required routinely on a daily basis. Direction is not normally frequent or detailed.
- Communicate abstract concepts or complex technical data, research of the resulting data

Senior System Administrator

Department: Information Technology

Date: March 11, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking					X		3
Sitting			X				3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	3
Chemicals						X	3
Insects						X	3
Heights, Confined Areas						X	3
Excessive Noise						X	3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							

SUPERVISOR COMMENTS:


 Immediate Supervisor 3-Apr-19
Date


 Chief Information Officer 4.4.2019
Date


 Human Resources - Compensation 4/10/19
Date

Service Desk Technician

Department: Information Technology

Date: April 20, 2022

Title of Immediate: Assistant Manager, User Services

Pay Level: L17

POSITION SUMMARY: Perform high level diagnostics and repairs on failed computer equipment. Replace or repair faulty system components as designated by Assistant Manager, User Services. Install and configure a variety of software on workstations used throughout the Greater Orlando Aviation Authority (GOAA).

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Perform preventative and regular maintenance on personal computers, peripherals and other equipment as required.
- Perform installation, configuration, relocation and support of the Authority's computer equipment and workstation software.
- Responsible for the timely completion of assigned work orders.
- Maintain an on-hand inventory of computer related parts and supplies for repairs and upgrades.
- Receive user helpdesk calls, documents user's requests, and provides telephone assistance for troubleshooting, installation and configuration of the Authority's computers and software.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Computer Science or related field or an equivalent in-depth, specialized combination of education, training and experience in Information Systems required, and three (3) years experience in computer technical support in a PC network environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of MS Windows and Windows based software required.
- Thorough knowledge of computer hardware diagnostics and repair required.
- Must possess excellent verbal and written skills.
- Must be a self-motivated individual who can perform with minimal direction, using sound judgment and creativity in solving highly complex technical problems.
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

Service Desk Technician

Department: Information Technology

Date: April 20, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs			X			3
	20 – 50 lbs				X		3
	51+ lbs					X	3
Bending/Stooping				X			3
Pushing, Pulling and/or Digging				X			2
Reaching over head					X		2
Kneeling, Crawling					X		2
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Must be able and willing to work non-standard shifts as needed to accommodate airport operations					X		3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
Other							
SUPERVISOR COMMENTS:							

Immediate Supervisor _____ Date _____

Department Director _____ Date _____

Human Resources - Compensation _____ Date _____

JOB DESCRIPTION

Job Title: Small Business Compliance Administrator

Date: November 27, 2017

Department: Small Business Development

Grade/Level: Exempt; L23

Title of Immediate Supervisor: Manager, Small Business Development

POSITION SUMMARY: Coordinate the preparation, review and processing of contracts and agreements for assigned programs so that appropriate goals and methods are established (MWBE/LDB/SDVOBE/ACDBE). Responsible for compliance reviews and confirming that contractors meet project participation goals. Monitor payment compliance. Maintain accurate information for regulatory compliance reporting.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Perform analyses and studies to determine contract compliance of assigned prime and sub-consultants. Review findings with the Manager. Analyze Good Faith Efforts, notify Manager or Director of noted compliance issues, and coordinate with legal counsel as needed within established parameters.
- Draft goal language for RFPs and contracts to fit the business opportunity, confirm appropriate representation of MWBE, LDB, SDVOBE, or ACDBE enterprises, suggest alternative contract requirements to maximize small business participation. May participate in fact-based contract negotiations.
Analyze assigned bids and proposals; establish participation goals in compliance with policy requirements/program goals.
- Work with Concessions, Purchasing and other departments as assigned during the preparation or review and processing of contract documents, ensuring appropriate representation of MWBE, LDB, SDVOBE, or ACDBE enterprises
- Develop and maintain methods to track awards and accomplishments. Track payment information submitted by Primes and confirm it matches sub-consultant figures; investigate and resolve discrepancies; resolve conflicts or challenges between prime contractors and small business subcontractors. Maintain project tracking reports, which will provide information for compliance reports.
- Receive, evaluate and report revenue reports from Prime, concessionaires and car rental and non-car rental revenues as applicable.
- Perform site visits to monitor project participation, contract compliance and certification compliance; conduct interviews as necessary; may discuss deficiencies with Prime
- Plan, organize and conduct specialized tours, briefings and formal presentations related to the Small Business Program as required. Audience may include Authority staff, Authority Board Members, committees, individuals, or outside groups who are visiting or working on the GOAA properties.
- Attend pre-bid, pre-submittal, Professional Services Committee and other meetings to address Small Business issues
- Participate in outreach efforts to identify new business opportunities for small business participation; provide assistance as requested to minority, women's, local and disadvantaged business enterprises
- Perform other related duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in a Purchasing or Business related field and three (3) years of work experience related to Small Business goal setting and compliance, contract monitoring and compliance, auditing, procurement, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of contract development and negotiation principles and practices; knowledge of contract specification writing; ability to read and interpret contract and solicitation documents
- Proficient in Word, Excel and PowerPoint
- Working knowledge of Federal, State and Local policies related to MWBE, LDB, SDVOBE and/or ACDBE small business programs
- Demonstrates professionalism and leadership; strong communication skills; ability to interact with Authority staff, contractors, small businesses, and representatives of government/regulatory agencies
- Ability to manage multiple projects effectively
- Excellent attention to detail

LICENSES/ CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

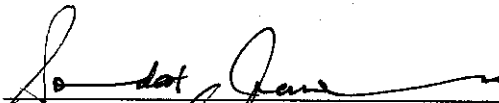
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

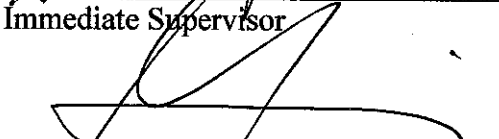
- Works very independently with little supervision. High level of initiative and judgment.
- Identifies complex compliance or other contractual issues and acts proactively to find solutions

APPROVAL SIGNATURES:



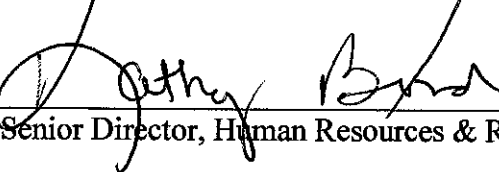
Immediate Supervisor

12/06/2017
Date



Department Director

12-6-17
Date



Senior Director, Human Resources & Risk Management

12-7-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Small Business Compliance Administrator
 Department: Small Business Development

Date: November 27, 2017
 Section 008

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	2
	A. 0 - 20 lbs.				X	1
	B. 21- 50 lbs.				X	1
	C. 50+ lbs.				X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

Social Media Coordinator

Department: Customer Experience

Date: May 12, 2021

Title of Immediate Supervisor: Senior Social Media Strategist

Pay Level: L20

POSITION SUMMARY: Assist with creating content and maintaining the Greater Orlando Aviation Authority's (GOAA) presence on social media sites, company blogs, and related platforms. Monitor performance of social media initiatives and work with the Senior Social Media Strategist to recommend changes. Monitor emerging social media tools and their potential uses for GOAA. Monitor and respond to assigned communications from our social audience (i.e. posts, messages, tweets, etc.).

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assist with creating and gathering content to maintain GOAA's presence on social media sites (including but not limited to: Facebook, Twitter, Instagram, etc.).
- Identify and recommend methods of increasing the overall exposure of GOAA through search engine optimization, and by finding ways to use keywords in marketing strategies. Identify methods for tailoring campaigns to GOAA's target audience.
- Monitor and respond to as many inquiries as possible through all social media channels during normal operating hours, evenings, and weekends; maintaining a positive tone and staying within GOAA's brand standards.
- Assist in researching emerging social media tools and trends, and suggest how they can be incorporated into GOAA's Social Media/Marketing/Public Relations plan.
- Recommend and implement ways to generate brand awareness through the social media networks.
- Assist with tracking the performance of social media initiatives and recommend/implement changes to improve business results.
- Create and update content for the Authority websites.
- Assist as assigned in reacting to emergency situations.
- May assist/back-up others in Customer Experience on assigned projects.
- Work with the Senior Social Media Strategist to remain consistent with social media strategies and initiatives.
- Work closely with the Senior Social Media Strategist, Marketing and Public Affairs departments to maintain the consistency of GOAA-wide messages.
- Enhance the total airport experience in a customer-centric manner by providing information and assistance as needed, via phone and various social media channels.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in a related field and two (2) years' experience directly related to marketing, communications, or public relations, including social media responsibilities, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- In-depth familiarity with and understanding of social media sites, including but not limited to Facebook, Twitter, and Instagram
- Excellent oral, writing, and editing skills required
- Demonstrated experience with editing and design software, i.e. Adobe Photoshop
- Photography & Videography skills for content gathering

- A creative thinker with the ability to communicate design and creative output
- Ability to interpret trends and performance measurements
- Excellent interpersonal skills required to interact with Authority staff and the public
- Proficient in Microsoft Office systems such as Excel, Word, and PowerPoint
- Excellent attention to detail
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Must understand fundamentals of social care, responding tactfully and with dignity to passengers on social media
- Remain up-to-date on constant changes in specialty field and develop appropriate recommendations
- Make note of any inquiries that should be discussed with the Senior Social Media Strategist, in an event where a post/tweet/message may escalate or has already escalated

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



 Department Manager

5/21/21

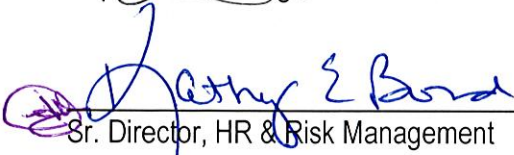
 Date



 Department Director

5/21/21

 Date



 Sr. Director, HR & Risk Management

5-25-2021

 Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Social Media Coordinator

Department: Customer Experience

Date: May 12, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X	X	2
Walking			X			3
Sitting		X				3
Lifting: 0 - 20 lbs					X	2
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	1
Pushing, Pulling and/or Digging					X	1
Reaching over head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						
SUPERVISOR COMMENTS:						

5/21/21
Department Manager Date

5/21/21
Department Director Date

5/24/21
Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Access Control

Date: April 5, 2017

Department: Security – Access Control

Grade/Level: L21; Non-Exempt

Rotating Shifts: No

Title of Immediate Supervisor: Assistant Manager, Access Control

Shift Premium: No

POSITION SUMMARY: Responsible for the daily operation of the Access Control customer service functions, and the supervision of the Access Control Technician staff. Administer all aspects of issuing identification badges to airport employees in accordance with federal regulations.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Oversee the daily activities of the Access Control Office, assigning staff as needed to facilitate an efficient operation and excellent customer service. Expedite the proper issuance of identification badges.
- Supervise the Access Control Technicians to include training, assigning work, monitoring use of overtime, assessing work results, controlling costs, evaluating performance, and administering discipline as needed
- Participate in the interview and selection process, with recommendations given significant weight
- Respond to non-routine questions
- Oversee processes so that the quality and quantity of work, costs and methods, and other department activity comply with established policies, procedures and regulatory requirements
- Daily interaction with tenants and company representatives regarding access control matters
- Serve as department Records Management Coordinator; maintain current knowledge of Florida's record management system and destruction schedules
- Assist with the development and implementation of office and training procedures
- May manage multiple projects with a wide variety of tasks, determining priorities,
- Deal with customers and resolve issues within established procedures and guidelines
- Ability to perform all duties and responsibilities of the Access Control Technicians and assist as needed during peak times of operation
- Perform other duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS:

Associate degree in Business or Accounting and three (3) years of experience in customer service, recordkeeping, clerical/administrative areas and experience with compliance of rules and regulations or an equivalent combination of education, training and experience. Access Control experience with the Aviation Authority required. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILL, OR ABILITIES:

- Working knowledge of TSA regulations and security directives
- Proficient in multiple computer applications such as Outlook, Word, Excel
- Strong customer relations skills
- Demonstrated ability to work effectively under time constraints and in stressful situations
- Able to prioritize work to meet deadlines
- Good oral and written communication skills in English; multilingual skills desired
- Excellent organizational skills
- Demonstrated leadership skills

LICENSES OR CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

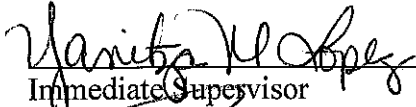
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately eight (8) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

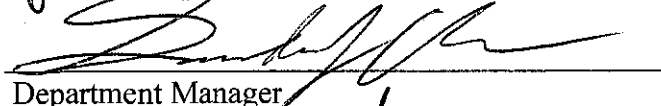
- Works independently, exercising considerable judgment
- Establishes priorities to maximize productivity and efficiency
- Makes decisions based on established policy
- Interprets and applies security policies in regard to access control applications

APPROVAL SIGNATURES:



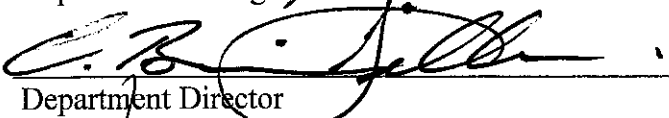
Immediate Supervisor

4/6/17
Date




Department Manager

4/6/17
Date



Department Director

4-6-2017
Date



Senior Director, Human Resources & Risk Management

4-6-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, Access Control
 Department Security - Access Control

Date April 5, 2017
 Section 462

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21 - 50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing					X	3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:

Wanda M. Lopez
 Immediate Supervisor

4/6/2017
 Date

E. Ramirez-Juarez
 Department Director

4/6/2017
 Date

JOB DESCRIPTION

Job Title: Supervisor, Accounts Payable

Date: November 10, 2016

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Manager, Budget and Accounts Payable

POSITION SUMMARY: Supervise the Accounts Payable, Procurement Card, and Travel sections of the Finance Department, including verification of items for payment; compliance with policies and procedures; and departmental budgets. Assist with the preparation of month-end and year-end schedules and the Comprehensive Annual Financial Report. Responsible for the development of internal controls.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Supervise accounts payable process to ensure adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Review and monitor processing of approved items for payment in an accurate and timely manner in compliance with GOAA procedures, verifying proper supporting documentation, competitive bidding on purchases, available funding and prior approval by authorized department designee. Ensure proper recording and reporting of approved expenditures and related liabilities. Analyze expenditures for budgetary issues
- Review reports generated by the Accounts Payable department for reconciliation, journal entry recording, monitoring and reporting purposes. Review reconciliation of Accounts Payable to the General Ledger. Perform analysis of various general ledger accounts and insure that any reconciling items are resolved timely.
- Provide high level of customer service and guidance to internal/external customers to ensure compliance with policies and procedures related to Purchasing, Travel and Procurement Cards and that the Authority's objectives are accomplished
- Review and monitor procurement card purchases and recording of transactions. Ensure that policies and procedures related to the program are operating effectively.
- Assist with the preparation of month-end schedules, annual schedules for the Comprehensive Annual Financial Report, and the annual budget.
- Supervise year-end Accounts Payable process including preparation of 1099 for vendors.
- Supervise accounts payable staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Bachelor degree in Accounting or related field and five (5) years professional accounting experience, or an equivalent combination of education, training and experience. Supervisory experience required. Accounts Payable experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess strong interpersonal and supervisory skills
- Strong technical accounting skills
- Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software required
- Must be familiar with computerized accounting systems; experience with Oracle preferred
- Ability to handle multiple responsibilities with various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public

LICENSES/CERTIFICATIONS REQUIRED:

- A valid State of Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises approximately four (4) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Judgment used for management, administrative and accounting responsibilities
- All aspects of Policy and Procedure interpretations.
- Works very independently with little supervision and general direction
- Coordinate decisions affecting other GOAA departments with appropriate department management

APPROVAL SIGNATURES:

Audie Harper
Immediate Supervisor

11-10-16
Date

Mari Demms
Assistant Director

11.10.16
Date

Pam Letourneau
Department Director

11/10/16
Date

Patricia Bond
Director of Human Resources

11-14-16
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Supervisor, Accounts Payable
 Department: Finance

Date: November 10, 2016
 Section: 111

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X	2
Walking					X	2
Sitting	X					3
Lifting					X	2
A. 0 - 20 lbs.					X	2
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other					X	1
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

Andrew Hansen
Immediate Supervisor

11-10-16
Date

Pam Atkinson
Department Director

11/10/16
Date

JOB DESCRIPTION

Job Title: Supervisor, Airfield and Grounds

Date: September 22, 2017

Department: Maintenance

Grade/Level: Non-exempt; L23

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Airfield and Grounds

POSITION SUMMARY: Supervise the Airfield and Grounds Shop at Orlando International Airport (OIA) responsible for the maintenance and repairs of the airport's airfield pavement and grounds, airport roads, storm conveyance systems, mowing operations and heavy equipment operations. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not to preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, schedule, organize, and supervise the daily operations of the OIA Airfield and Grounds Shop.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Confirm all work by shop personnel and contractors meets established safety standards and complies with all federal, state, and local codes.
- Confirm adherence to established quality control standards and preventive maintenance programs by shop personnel and contractors.
- Maintain staff compliance with FAA and Security regulations while operating in the Air Operations Area (AOA).
- Maintain an inventory of shop stock, repair parts, and spare equipment and tracks expenditures.
- Read diagrams, schematics, and specifications.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Remain current on all GOAA emergency response procedures and coordinate proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and recommend solutions in area of responsibility.
- May attend meetings on behalf of the Manager.
- Develop and monitor annual budgetary requirements as assigned.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate and five (5) years experience operating various equipment up to and including specialized heavy construction and lift equipment, or an equivalent combination of education, experience and training. Supervisory experience and/or experience in airfield and grounds preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have ability to troubleshoot various types of storm water conveyance systems.
- Knowledge of maintenance practices as they relate to the responsibilities listed in this job description.
- Knowledge of various types of asphalt and concrete mixes and applications.
- Demonstrated strong leadership skills.
- A thorough working knowledge of Federal Aviation Regulation (FAR) 139 parameters regarding airfields and the maintenance thereof.
- Knowledge of the Federal Aviation Administration (FAA) Advisory Circular 150 Series
- Basic knowledge of Word, Excel, and Outlook

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Class A or B Commercial Driver's License
- Tanker endorsement and Air Brakes designation
- Restricted chemical license required within one year of employment in this position

SUPERVISORY RESPONSIBILITIES

Supervises up to approximately twenty five (25) employees who are governed by a bargaining unit contract.

LATITUDE AND/OR INDEPENDENT JUDGMENT:

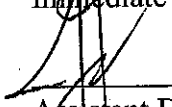
- Works independently under moderate supervision, exercising considerable judgment and discretion

APPROVAL SIGNATURES:



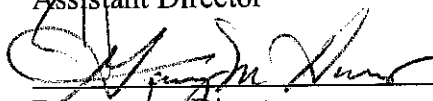
Immediate Supervisor

9/26/17
Date



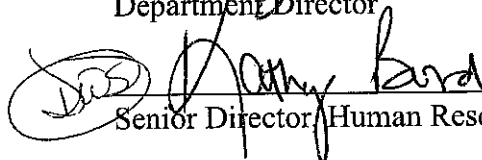
Assistant Director

10/2/17
Date



Department Director

10/2/17
Date



Senior Director, Human Resources and Risk Management

10-11-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Airfield and Grounds
Department: Maintenance

Date: September 22, 2017
Section: 686

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting		X				3
A. 0 - 20 lbs.			X			2
B. 21 - 50 lbs.				X		2
C. 50+ lbs.						2
Bending/Stooping		X				3
Pushing, Pulling, and/or Digging		X				3
Reaching over Head				X		1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)				X		3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather			X			3
Noxious Fumes					X	1
Chemicals				X		2
Insects			X			2
Heights, Confined Areas				X		2
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle	X					3
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:

[Signature]
 Immediate Supervisor

9/26/17
 Date

[Signature]
 Department Director

10-2-17
 Date

JOB DESCRIPTION

Job Title: Supervisor, Airfield Electrical

Date: August 14, 2017

Department: Maintenance

Grade/Level: Non-exempt; L24

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Electrical Systems

POSITION SUMMARY: Supervise the Airfield Electrical Shops at Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in the operation and maintenance of all airfield, exterior electrical power distribution and lighting systems, and equipment associated with Aviation Authority buildings and structures.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, organize, and supervise the daily operations of OIA and OEA Airfield Electrical Shops.
- Remain current with state-of-the-art electronic systems and components, to include reading and interpreting schematics.
- Monitor contracts and contractors to ensure timely compliance with the contract requirements and electrical standards.
- Assist in the development scope of work for contractors, and contracts.
- Accurately read diagrams, schematics, specifications and generate scopes and specifications for equipment, services and systems.
- Confirm all work by shop personnel and contractors meets established safety standards and complies with all federal, state and local codes.
- Confirm adherence to established quality control standards and preventive maintenance programs by shop personnel and contractors.
- Establish and maintain the necessary records and reports to ensure product and equipment reliability.
- Remain current and maintain compliance with all electrical codes, maintenance practices, OSHA regulations, FAA and NFPA 70E standard regarding safety, electrical power, lighting, and security requirements in areas of responsibility.
- Remain current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely maintenance records, and payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Develop and organize training for OIA and OEA Airfield Electrical Shops.
- Maintain an inventory of shop stock, repair parts, and spare equipment; track expenditures.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed, Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and five (5) years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems in excess of 600 volts, airfield lighting, power systems, and associated electrical equipment, or an equivalent combination of education, training and experience. Supervisory experience preferred. Associate degree in electrical related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of airfield lighting
- Knowledge of computer systems
- Knowledge of electrical codes, OSHA, FAA regulations and NFPA 70E standard

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver License
- Current Journeyman Electrician competency card recognized by the State of Florida
- Master Electrician competency card desirable

SUPERVISORY RESPONSIBILITIES: (indicate number supervised)

Supervises approximately thirteen (13) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)


- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Interprets and applies contracts, policies, and procedures.
- Establishes priorities to maximize productivity and efficiency.

APPROVAL SIGNATURES:



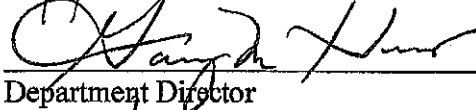
 Immediate Supervisor

8-15-17
 Date



 Assistant Director

8/15/17
 Date



 Department Director

8/15/17
 Date



 Senior Director, Human Resources and Risk Management

8/16/17
 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, Airfield Electrical
Department Maintenance

Date August 14, 2017
Section 656

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting					X	1
A. 0 - 20 lbs.					X	1
B. 21-50 lbs.					X	1
C. 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)			X			3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals				X		2
Insects						1
Heights, Confined Areas				X		2
Excessive Noise				X		3
Other						1
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax, etc.)			X			3

Supervisor Comments:

[Signature]
 Immediate Supervisor

8/15/17
 Date

[Signature]
 Department Director

8/15/17
 Date

Supervisor, Airfield Operations

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Airport Operations - Airfield

Pay Level: L24

POSITION SUMMARY: Responsible for the safe and efficient operation and overall security of the Air Operations Area (AOA) and airside terminal complexes at Orlando International Airport.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Directly responsible for making sure that all inspections and/or corrections have been completed to maintain compliance with Federal Aviation Regulations (FAR) Parts 139 and Code of Federal Regulations (CFR) 1540 series.
- Approve all runway, taxiway and apron closures and openings. Evaluate safety aspects of airfield and outlying facilities in the event of a compliance discrepancy or airport emergency.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; mentor and coach subordinate development. Participate in interviewing and selection of employees. Investigate performance deficiencies of subordinates and recommend disciplinary action as needed. Conduct regular training with subordinates. Provide for the safety and security of the work area.
- Act as the senior Airport Operations operational representative after normal business hours for airfield/AOA operations. Designated as Airfield Operations coordinating official in Mobile Command Post and Airport - Emergency Operations Center.
- Respond to all aircraft/emergency situations on the airfield and airport property as appropriate.
- Assist with maintaining Airport Certification Manual, Airport Emergency Plan, and operational procedures.
- Oversee and confirm all Airfield Operations employees are enforcing FARs compliance on the AOA such as vehicle/personnel access and driving regulations. Conduct inspections and address out of compliance matters.
- Assist wildlife management staff as needed.
- Assist in the development and preparation of the division budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business or Public Administration, Airport Management or related field and four (4) years experience in aviation area related to air operations, to include supervising employees with airfield operational responsibilities and duties, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of federal, state and local rules and regulations applicable to the operation of a Part 139 commercial service airport, to include Federal Aviation Regulations (FAR), Advisory Circulars and CFR Part 1540 & 1542
- Strong familiarity with aircraft ground and flight operations, and related terminology
- Must have the demonstrated ability to make accurate, immediate decisions in emergency situations to ensure efficient utilization of personnel



Supervisor, Airfield Operations


Department: Airfield Operations


Date: January 9, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 - 20 lbs						X	1
20 - 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging					X		2
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)					X		2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Vision requirements: must have at least 20/40 acuity in each eye with or without correction and 70 degrees peripheral in horizontal meridian in each eye.							3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather		X					3
Noxious Fumes		X					3
Chemicals		X					3
Insects		X					3
Heights, Confined Areas					X		2
Excessive Noise		X					3
Must be able and willing to work rotating shifts, including overnight shifts early mornings, late evenings, holidays and weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor 61-17-19
 Date


 Department Director JAN 23, 2019
 Date


 Human Resources - Compensation 1/25/19
 Date

Supervisor, Airfield Projects & Construction

Department: Airport Operations – Airfield

Date: October 16, 2019

Title of Immediate Supervisor: Assistant Director, Airport Operations – Airfield

Pay Level: L24

POSITION SUMMARY: Responsible for day-to-day planning, coordination and operational safety of construction, projects, maintenance and other airfield activities associated with the airfield at Orlando International Airport (OIA). Provide project management oversight, from design through completion. Monitor contracted personnel and verify completion of schedules and contract compliance throughout all airfield construction activities, and projects. Rely on extensive experience and judgement to accomplish the objectives of the Airfield Operations Division.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for day-to-day planning, coordination and operational safety of construction, projects, maintenance and other activities associated with the airfield at OIA.
- Chair Weekly Airfield Coordination meeting with other Authority department staff, Federal Aviation Administration (FAA) and other external stakeholders to coordinate construction, projects, maintenance and other airfield activities. Coordinate associated airfield closures, and issue NOTAMs as required.
- Manage the runway and taxiway painting services contract to include: assist in the developing of contract specifications, setting priorities, cost estimating, scheduling, quality control, invoice auditing and approval, and general management oversight to ensure contract compliance.
- Assist in the development of conceptual designs, scope, planning, technical review and scheduling of all phases of airfield project development and execution through to substantial completion. Review, analyze and provide comments on plan set drawings, project specifications manuals, construction safety and phasing plans, safety plan compliance documents and other technical data.
- Attend design review meetings, pre-bid site visits, pre-bid meetings, bid openings, pre-construction meetings, job coordination meetings and substantial completion walkthrough inspections for all construction activities affecting operations on the airfield.
- Provide oversight and review of airspace matters, height limitations and conflicts, aeronautical obstructions, and tall structures (such as crane activity) on-airport and in the vicinity of the airport, and maintain compliance with FAA aeronautical studies.
- Conduct contractor safety briefings to provide guidance on operational safety during construction, and to confirm attendees are aware of all Airfield requirements and regulations. Provide guidance on operational safety of airport during construction and maintenance.
- Serve as Department Liaison with internal and external agencies including Authority's Owner Authorized Representatives (OARs), architects, contractors, Federal Aviation Administration, etc. to confirm that current and future construction projects are in compliance with Federal Aviation Regulations. Identify and report to management all changing condition that affect airfield operations.
- Develop and deliver the construction training module for all new Airfield Operations personnel.
- Maintain the Airport Certification Manual (ACM), and the Runway and Taxiway Signage / Airfield Marking Plan in compliance with FAA regulations.
- Respond to and assist with airfield operations and emergency incidents as needed.
- May serve as an Authority's Authorized Representative (AAR) for the performance of specified contracts.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation, Business Management, or related field and four (4) years experience in airfield operations and/or airport construction at a medium to large hub airport or an equivalent combination of closely related training, education and experience.



Supervisor, Airfield Project & Construction

Department: Airfield Operations

Date: October 16, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			2
Walking				X			2
Sitting				X			2
Lifting:	0 - 20 lbs				X		2
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head					X		2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			2
Noxious Fumes					X		2
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise			X				3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Field Communication Devices				X			3
Construction Safety Equipment (barricades, lights, etc.)					X		3

SUPERVISOR COMMENTS:

[Signature] 05 NOV 19
Immediate Supervisor Date

[Signature] 11-05-2019
Department Director Date

[Signature] 11/2/19
Human Resources - Compensation Date

Supervisor, Airfield Training and Compliance

Department: Airfield Operations

Date: June 26, 2018

Title of Immediate Supervisor: Manager of Airport Operations – Airfield

Pay Level: L24

POSITION SUMMARY: Develop and conduct initial and recurrent training programs and maintain records for Airfield Operations personnel to confirm compliance with FAR Part 139 and federal, state, and local laws and regulations. Develop and update Airfield Driver Training programs in accordance with FAR Part 139. Assist with maintaining the Airport Emergency Plan, departmental procedures, and other administrative duties.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Conduct initial and recurrent training programs for Airfield Operations personnel in order to meet FAR 139 requirements
- Develop and update programs to confirm and maintain compliance with federal, state and local regulations and laws
- Develop, update, and maintain the Air Operations Area (AOA) Driver's Training Program, AOA Driver Rules & Safety Violations Manual, and the Safety Violation Program, and verify Airfield Operations Specialists are current in instruction of the AOA Driver's Training class
- Maintain emergency and safety plan updates and verify compliance; participate in emergency response exercises; brief others as requested
- Oversee training of new Airfield Operations Specialists, monitor their progress, and address performance deficiencies, to include counseling and developing remedial training, as needed
- Maintain training records for Airfield Operations personnel, to confirm compliance with FAR Part 139, and Movement Area Driver training records, in accordance with FAR 139.329
- Update departmental procedures to remain in compliance with FAR 139 requirements, and Letters of Agreement with Air Traffic Control
- Alternate department representative on the Business Continuity Plan Committee and Emergency Response Group
- Develop and enhance interdepartmental training procedures, and training with non-GOAA agencies
- Assist with the preparation for the annual FAA Part 139 inspection
- Provide input in the performance evaluation process of Specialists, as applicable
- Perform other duties as assigned

MINIMUM QUALIFICATIONS:

Bachelor degree in Aviation Management, Business or Public Administration or related field, and four (4) years experience in airfield operations to include training, supervision, and emergency response; or an equivalent combination of education, training and experience. Experience conducting presentations and workshops required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Experience working with the Federal Aviation Administration on airfield related projects desired
- Must have strong team-building and leadership skills
- Must have thorough knowledge of FAR 139, 49 CFR Part 1540 & 1542, and Airport Emergency Planning
- Must have strong familiarity with aircraft ground and flight operations, and appropriate terminology
- Must have excellent communications and public-speaking skills

- Must be proficient in MS Word, MS Excel, MS Access, and MS PowerPoint, to include the ability to develop and present for groups and workshops ranging from small to large audiences
- Able to effectively multi-task and determine priorities

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- American Association of Airport Executives (AAAE) Airport Certified Employee (ACE) – Operations (or must be able to attain ACE – Operations or equivalent within one year of hire/promotion)
- AAAE Certified Member (CM) or Accredited Airport Employee (AAE) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise new hires through the Airfield Operations Training Program

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Make decisions on new hire probationary periods
- Evaluate safety aspects of airfield and outlying facilities
- Approve/disapprove Movement Area applications, based on applicant qualifications
- Monitor all vehicles and personnel on the AOA to maintain compliance with FAR's
- Work independently with minimal supervision and general direction, exercising a high level of independent judgment and discretion

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



 Immediate Supervisor

07-10-18

 Date



 Assistant Director

16 JUL 18

 Date



 Department Director

JUL 19, 2018

 Date



 Sr. Director, HR & Risk Management

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A


Supervisor, Airfield Training and Compliance

Department: Airfield Operations

Date: June 26, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging					X		1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes					X		1
Chemicals					X		1
Insects					X		2
Heights, Confined Areas						X	1
Excessive Noise			X				3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Audio/Video Equipment				X			3
Other							
SUPERVISOR COMMENTS:							



 Immediate Supervisor

 7/12/18

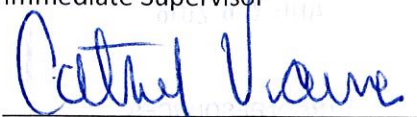
 Date



 Department Director

 JUL 19, 2018

 Date



 Human Resources - Compensation

 8/6/18

 Date



Supervisor, Airline Operations

Department: Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Assistant Manager, Airport Operations – Airline Division

Pay Level: L21

POSITION SUMMARY: Supervise and coordinate the daily operational activities of assigned areas in Airline Division.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Maintain the highest levels of quality assurance and customer service throughout the assigned areas.
- Directly responsible for verifying that all federal, Code of Federal Regulations (CFR) 1542 series, Transportation Security Administration (TSA) regulations, rules and protocols relating to assigned areas of responsibility are within compliance.
- Schedule and manage the daily use of airline related facilities, such as gates, ticket counters, baggage sortation areas, baggage claim devices and Federal Inspection Station (FIS).
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- Oversee the day to day operation and maintenance of the Flights Information Displays and the Common Use Terminal Equipment.
- Confirm facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Coordinate and track training programs for both Greater Orlando Aviation Authority (GOAA) and contracted staff.
- Coordinate with contract workforce to maintain proper operational coverage as needed.
- Maintain inventory control records on GOAA owned equipment.
- May process monthly billing reports for facility usage.
- Process and maintain employee schedules and attendance records.
- Update, maintain and implement policy and procedures relevant to area of assignment.
- Monitor performance of contracted employees. Coordinate with contractor's management team any issues or recommendations for disciplinary or other personnel actions.
- Coordinate with other GOAA departments, government agencies, airline representatives, essential service and tour operators, skycaps, etc. regarding operational and maintenance activities in the use of airline related facilities.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Management or related field, and four (4) years work experience in an airport or airline operational environment, or an equivalent combination of education, training and experience. Bachelor Degree in Management or related field preferred. Supervisor experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Microsoft Office software: Excel, Word, PowerPoint required; knowledge of a Resource Management System preferred
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines/procedures. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects.
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be able and willing to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Ability to establish and maintain effective working relationships with the general public, airport/airline personnel, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*




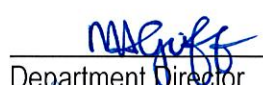


- Directly supervises a staff of approximately twelve (12) employees and indirect oversight of contracted staff

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might exercise independent and make decisions)*

- Judgment to handle a variety of operational issues pertaining to the daily use and operation of airport facilities, the Federal Inspection Facility, and/or waste management facilities
- Work independently under moderate supervision, exercising considerable judgment and discretion
- High degree of proactive/reactive ability
- Deal with customer issues within established procedures and guidelines

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	10/17/2019		10/17/19
Immediate Supervisor	Date	Department Manager	Date
	10/17/2019		OCT 17, 2019
Department Assistant Director	Date	Department Director	Date
	10-21-2019		10-23-19
Department Senior Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: Yes



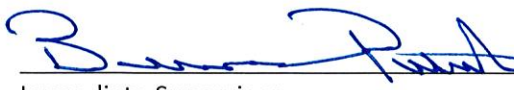
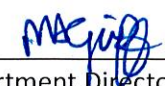
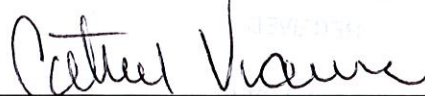
Supervisor, Airline Operations

Department: Airline Division

Date: October 15, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 - 20 lbs						X	2
20 - 50 lbs						X	2
51+ lbs						X	2
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Must be able to work rotating shifts, early morning, late evenings, holidays and weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		2
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Communication Radio			X				3
SUPERVISOR COMMENTS:							

 10/17/2019  OCT 17, 2019
 Immediate Supervisor Date Department Director Date

 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Airport Scheduling & Billing

Date: October 30, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L24

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Terminal Operations – Airline Division

POSITION SUMMARY: Responsible for the long-term scheduling for the common use facilities for maximum and effective utilization of the facilities. Primary point of contact for domestic and international airlines providing or proposing service to Orlando International Airport. Department administrator for the Resource Management System (RMS). Collaborate with other Aviation Authority departments regarding facility usage.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Confirm scheduling compliance with a variety of regulatory agencies and the International Air Transport Association (IATA) rules. Recommend and change scheduling operating standards, guidelines and regulations as required.
- Prepare monthly statement of airlines usage of common use facilities and apply associated fees per agreement, include backup documentation to support applied fees. Analyze to provide explanation for increase/decrease in facility usage and/or fees.
- Serve as a project manager, department liaison, and technical expert for the RMS system; recommend and lead the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality designs and testing for the Resource Management System (RMS). Add, change, and update rules in RMS as needed, based on new or amended agreements.
- Use functional, business and technical knowledge to advise and assist end users in using the RMS system; assist in troubleshooting, resolving application problems in a timely manner.
- Create and edit “what if” scenarios and data forecast reports to assist with the planning and usage of facilities, to evaluate the feasibility of accommodating potential airline schedules, the impact of relocating airlines and other short- and long-term planning scenarios as requested.
- Coordinate the maintenance schedule for the common use gate equipment to minimize impact on airline scheduling. Coordinate long-term scheduling of seasonal programs.
- Establish and maintain an effective working relationship with the domestic and international airline carriers and others within the Airport Community.
- Collaborate with other departments regarding facility usage (BHS, Airfield Operations, etc.).
- Maintain up-to-date policies and procedures relating to the common use facilities and the RMS system.
- Evaluate impact of rate changes, make recommendations and implement approved changes to rates/charges, policies and procedures.
- Coordinate with City, State and Federal Agencies, Airline Representative, Essential Service Operators, Tour Operators and Skycaps, etc. as needed for charters, landing rights, Customs and Border Patrol issues, etc.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance reviews; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Operate and maintain the MUFID & ARINC systems.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor degree in Management/related field, and three (3) years experience in airport/airline operations related responsibilities, or an equivalent combination of education, training and experience. Gate scheduling and airline/airport billing experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership and/or supervisory skills
- Planning and organizational skills
- Effective oral and written communications skills
- Customer service skills
- Ability to speak and understand English required, multi-lingual skills desired
- Advanced Excel skills; Word and PowerPoint knowledge desired
- Analytical skills required to compile and interpret airline and airport specific information
- Must have excellent hearing, sight and ability to speak clearly, distinctly and effectively
- Ability to establish and maintain positive working relationships with internal and external customers, airport/airline personnel, fellow employees, and members of diverse cultural and linguistic backgrounds
- Ability to oversee and administer RMS related technology
- Knowledge of IATA rules
- Understanding of rates and charges methodology

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Driver's License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Approximately two (2) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- Exercise independent judgment in technical issues, complete analysis weigh, conflicting data/priorities and recommend actions
- Uses judgement to handle a variety of issues pertaining to the operation and use of the common facilities

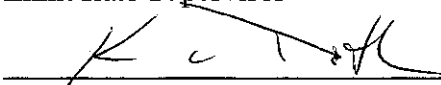
APPROVAL SIGNATURES:



 Immediate Supervisor

12/1/2017

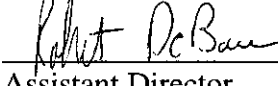
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 Manager

12/1/17

 Date



 Assistant Director

12/1/2017

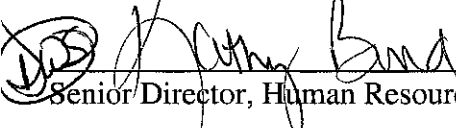
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 Senior Director

12-08-2017

 Date



 Senior Director, Human Resources & Risk Management

12-11-17

 Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Supervisor, Airport Scheduling & Billing

Date: October 30, 2017

Department: Terminal Operations – Airline Division

Section: 413

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting		X				2
Lifting				X		2
					X	1
					X	1
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes				X		1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise				X		1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Company Vehicle				X		2
Baggage Conveyor Systems					X	2
Communication Radio				X		2
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

B. [Signature]
 Immediate Supervisor

12/1/2017
 Date

[Signature]
 Senior Director

12-06-2017
 Date

Supervisor, Central Plant

Department: Maintenance

Date: March 1, 2022

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Central Plant operations for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all building automation systems. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Plan, organize, and supervise the daily operation of Central Plant activities. Responsible for the effective and efficient operation and maintenance of the central energy plant and all related HVAC systems and controls.
- Maintain training and documentation in the Maintenance Information Tool and Training Center MITT - Home (goaa.org).
- Develop and maintain the necessary records and reports to verify product and equipment reliability.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and systems standards.
- Confirm all work by personnel and contractors meets established quality control standards, safety standards and complies with all federal, state, and local regulations.
- Maintain compliance with applicable federal, state, and local codes and established maintenance practices consistent with OSHA Standards.
- Investigate problems and develops solutions in area of responsibility.
- Establish work standards and maintain compliance through regular quality assurance inspections.
- Establish and maintain records and reports appropriate to area of responsibility.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Responsible for the development and updating of the Central Plant Operator and Maintenance Dispatcher training programs.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree or accredited technical certification in Building Automation, HVAC or closely related field and four (4) years of experience operating computerized building automation systems in a large scale operations and maintenance organization or an equivalent combination of education, training, and experience. Demonstrated leadership/supervisory skills preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of building automation system network, and electrical direct digital and pneumatic controls
- Extensive knowledge of central energy plant operations
- Leadership/Supervisory skills and the ability to build an effective team
- Strong verbal and written communication skills
- Ability to set standards for consistency
- Must be capable of properly operating field communications equipment and speaking clearly in English when operating such equipment
- Able to multitask, prioritize, and analyze information.
- Knowledge of all applicable Federal, State, and local regulations; OSHA safety policies.
- Basic computer-use skills and Microsoft programs
- Basic knowledge of Computerized Maintenance Management Systems desirable
- Problem solving skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

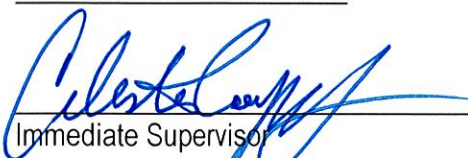



- Directly supervises a staff of approximately thirteen (13) employees.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Establish priorities to maximize productivity and efficiency

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	3/29/2022		3/28/22
Immediate Supervisor	Date	Department Assistant Director	Date
	3-28-2022		3-30-22
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: Yes

Rotating Shift: N/A

Supervisor, Commercial Properties

Department: Commercial Properties

Date: April 4, 2018

Title of Immediate: Senior Director, Concessions and Properties

Pay Level: L24

POSITION SUMMARY: Supervise and perform contract analysis, financial analysis and systems analysis within the Commercial Properties department, including but is not limited to, the interpretation, verification and recording of contract terms and conditions; the forecasting, budgeting and reporting of revenues, expenses and key performance indicators; and the testing, monitoring and assessment of the accuracy and proficiency of data management systems. Maintain the Authority's Rates and Charges schedule document, and GIS/PROPworks interface table. Supervises employees responsible for similar tasks and responsibilities. Oversight responsibility for the processing of airline commercial service permits.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Primary interface with various departments including Finance, FinApps IT and Planning to maintain consistency and accuracy of department's data systems; review and coordinate the department's end user acceptance testing for system upgrades and customization requests; troubleshoot and resolve issues.
- Develop and disseminate complex custom reports in the lease management system and other database systems; create and supervise the development of budget, revenue and/or activity reports to include information from monthly concession reports from various aeronautical service operators, other departments and external customers.
- Lead responsibility for revenue reporting and coordination of the annual update to the Rates and Charges schedule; conduct rates and charges and other surveys as needed.
- Verify updates to the space interface module in the lease management system; accept or reject space changes and coordinate resolution of issues; process loader and maintain holder agreements; review the planned use of the spaces, assign spaces to their respective agreements, and administer timely billing.
- Create and enter data in to the lease management systems; coordinate the assignment of general ledger account numbers with Finance; enter contractual changes and process adjustments in the lease management system and other database systems.
- Develop and maintain the department's procedures and business practices as they relate to the lease management system and other database systems; provide guidance and make sure procedures and business practices are applied consistently and accurately.
- Oversee new user and recurrent system training for staff.
- Assist senior management in matters related to non-standard forms of agreements including coordination with legal counsel regarding research, interpretation, preparation of lease summary and establishing/developing relevant business rules for ongoing administration of agreements.
- Meet and/or correspond with existing and potential airline and service providers to determine needs. Perform, supervise and provide guidance in the preparation of standard form permits, leases, amendments, renewals, and associated documents; calculate fees and verify receipt of payment, insurance certificates and required documents data entered in the system is timely and accurate.
- Supervise assigned employees doing similar work. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.

DUTIES AND RESPONSIBILITIES (continued):

- Coordinate and develop the department's annual operating, revenue and capital budgets; confirm revenue accurately reflects funds in the appropriate revenue budget; review monthly rental car and FBO reports for consistency and reasonableness.
- Confirm receipt of permit concession activity data and review for accuracy, completeness and contractual compliance; monitor collection of data essential to revenue reporting and preparation of annual revenue budgeting.
- Direct the timely generation and distribution of the monthly Tickler Date report to facilitate rent adjustments and respond to crucial dates and milestones.
- Track lease terms in support of the preparation of lease disclosures.
- Oversee the FBO and fuel consortium fuel usage and the compilation and dissemination of monthly reports; oversee and track customer activity reports and compile and maintain statistical data to provide revenue forecasts.
- Confirm compliance with insurance requirements. Coordinate review of monthly reports and resolution of non-compliance issues.
- Coordinate rates and charges web updates.
- Assist with general administrative support as needed.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Management, Public Administration, Finance or Accounting and four (4) years of experience in an office or commercial real estate environment, to include budgeting, revenue reporting, contract processing, dealing with customers, spreadsheet and word processing skills, or an equivalent combination of education, training, and experience. Knowledge of airline/aviation commercial property management required; supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent written and oral presentation skills
- Strong organizational and customer service skills
- Strong financial or accounting skills
- Ability to read and interpret basic contract language
- Intermediate to advanced skills with Microsoft Office Suite
- Knowledge of Oracle and PROPworks lease management system

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2) employees.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

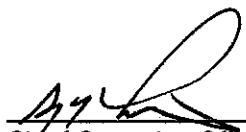
- Work independently under limited supervision and general direction, exercising a high level of independent judgement and discretion.
- Ability to make sound decisions, attention to detail, and decision-making skills on technical issues.
- Understand and apply the Authority's rates and charges structure. Ability to read, and interpret leases, permits, amendments, renewals and associated documents to ensure appropriate business practices are being utilized in applicable database systems.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Immediate Supervisor/Senior Director 7/12/15 Date



Chief Operating Officer 4-6-18 Date



Sr. Director, HR & Risk Management 4-10-18 Date



FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A



Supervisor, Commercial Properties

Department: Commercial Properties

Date: April 4, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting					X	1
Lifting: 0 - 20 lbs					X	1
20 - 50 lbs					X	1
51+ lbs					X	1
Bending/Stooping					X	2
Pushing, Pulling and/or Digging					X	2
Reaching over head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing	X					3
Writing	X					3
Other						
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X		3
General Office Equipment (Computer, Copier, Fax, etc.)		X				3
Other						
SUPERVISOR COMMENTS:						

4/10/18
Immediate Supervisor/Senior Director Date

4-10-18
Chief Operating Officer Date

4/9/2018
Human Resources - Compensation Date

Supervisor, Construction Accounting

Department: Finance

Date: December 20, 2018

Title of Immediate Supervisor: Manager, Finance (Construction & Grants Accounting)

Pay Level: L26

POSITION SUMMARY: Supervise the construction accounting section of the Finance department. Provide ongoing review and coordination of the construction accounting accounts payable processes, review and verification of project budgets and purchase orders, review and verification of the grants administration processes, and review of the management of cash balances.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervise construction accounting processes to maintain adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Monitor the month end deadlines to ensure timely financial reporting.
- Review requisitions and purchase order for funding accuracy based on approvals by Construction Committee.
- Review and verify project invoices prepared for payment and oversee the weekly check run.
- Verify expenditures are made from distributions in the proper fiscal year.
- Complete Oracle Module month end close and Mass Allocation entries. Complete initial review of various monthly reports such as the Grant Receivable Schedules and various year-end audit schedules to ensure they are completed accurately and timely.
- Perform account reconciliation for the monthly accrual(s).
- Supervise staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Back up for the following: review data entry for accuracy in the Budget Status Worksheet Updates; Requisition Funding and Purchase Order creation; verify Construction Committee (CC) and Construction Finance Oversight Committee (CFOC) actions are recorded accurately and within their due dates; and supervise the administration of Federal and State grants, verifying proper recording and reporting. Review of grant draws, closeouts and supporting documentation. Apply understanding of grant accounting entries to review month end close.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance and accounting, and five (5) years accounts payable related experience, or an equivalent combination of education, training and experience. MBA or advanced degree desirable. Construction accounting, public accounting, and/or grants administration experience preferred. Supervisory experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Extensive knowledge of Microsoft Applications including Word, Excel or similar spreadsheet software required.
- Oracle Financials experience preferred.

- Current knowledge of Passenger Facilities Charges (PFCs), OMB Circular A-133 grant compliance documents, and grant and construction accounting preferred.
- Strong technical accounting skills.
- Skilled in interpreting complex contracts.
- Knowledge and experience of various financial areas and handling multiple responsibilities preferred.
- Excellent written and oral communications skills.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant (CPA) preferred

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately five 5

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Work independently under limited supervision and general direction
- Interpret policy.
- Discretion is exercised and initiative is required.
- Review financial reports, correspondence, etc. and initiate appropriate action.
- Interface with professionals outside the Authority.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 12-21-18

 Immediate Supervisor Date

 12-21-18

 Department Assistant Director Date

 12/21/18

 Department Director Date

 12.21.18

 Chief Financial Officer Date

 1-15-19

 Sr. Director, HR & Risk Management Date

FLSA: Exempt

EEO Category: Professionals

Shift Premium: N/A

Rotating Shift: N/A


Supervisor, Construction Finance

Department: Finance

Date: December 20, 2018


In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	2
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
Other							
SUPERVISOR COMMENTS:							



 Immediate Supervisor

 12/21/18
 Date



 Department Director

 12/21/18
 Date



 Human Resources - Compensation

 11/10/18
 Date

Supervisor, Electronics

Department: Maintenance

Date: August 14, 2018

Title of Immediate Supervisor: Manager, Electric Systems

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the electronics shop for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all electronic equipment and systems. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for planning, organizing and supervising the daily operations of the Electronics shop to include Public Address, security, Closed Circuit Television, Automatic Door systems, and other electronics related systems.
- Coordinate maintenance, installation, and operation of equipment and systems related to, security access, CCTV, MATV, gate and door control, card readers, master clock and other electronic applications as assigned.
- Confirm all work by shop personnel and contractors meets established quality control standards, safety standards and complies with all federal, state, and local codes.
- Verify adherence of the established preventive maintenance program.
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Accurately read diagrams, schematics, and specifications, and generate scopes and specifications for equipment, systems, and services.
- Assist with generating scopes of work and specifications for equipment, systems, and services.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Monitor contracts and contractors to maintain timely compliance with the contract requirements and electrical standards.
- Responsible for staying current with state of the art electronic systems and components to include reading and interpreting schematics.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develops solutions in area of responsibility.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience to include trouble-shooting microprocessor-based equipment, access control, public address, CCTV, and automatic door systems. Strong background in analog and digital circuitry; or an equivalent combination of education, training, and experience. Associate degree in Electronics desirable. Supervisory experience preferred.

Supervisor, Electronics

Department: Maintenance

Date: August 14, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)					X		3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals					X		2
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise						X	2
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
SUPERVISOR COMMENTS:							

Immediate Supervisor

Date

Department Director

Date

Human Resources - Compensation

Date

Supervisor, Emergency Communications

Department: Security

Date: October 12, 2018

Title of Immediate Supervisor: Manager, Emergency Communications

Pay Level: L22

POSITION SUMMARY: Responsible for the effective and efficient operation of the Communications Center during assigned shift. Supervisors must perform all duties and responsibilities required of an Emergency Communications Dispatcher.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; enforce and confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform all duties of the Emergency Communications Dispatcher
- Conduct bi-annual compliance evaluations and annual performance evaluations
- Conduct basic and refresher training for Emergency Communications Dispatcher as needed.
- Review and approve Daily Observation Reports.
- Maintain large database of telephone numbers and locations on Orlando International Airport property
- Maintain numerous emergency notification lists, procedures and instructions
- Maintain adherence to Florida Department of Law Enforcement mandates regarding destruction and distribution of confidential materials
- Inspect and maintain checklists of equipment; submit and follow up on maintenance work orders
- Review, report, and transcribe previously recorded tapes to determine the sequence of events
- Back up and restore several different computer systems
- Maintain filing system for police and fire related activities; confirm supply needs are met
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and three (3) years experience with computers, fire/security alarm systems and emergency dispatching in fire, rescue, medical or police operations, plus three (3) years experience as an Emergency Communications Dispatcher with the Aviation Authority, or an equivalent combination of education, training and experience. Operating knowledge of computerized information systems is essential.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Interpersonal and leadership skills to handle disciplinary matters, policy changes, training, scheduling and performance evaluations
- Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Must understand techniques of telephone interrogation
- Must have knowledge of principles of emergency dispatch and triage; and coordination of resources
- Knowledge of Public Safety Answering Point (PSAP) regulations
- Must be able to work in a confined, high noise area with no scheduled meals or breaks

- Familiarity with 800 MHz public safety systems, 400 MHz radio systems, and 911 computerized answering systems.
- Able to multitask, prioritize, analyze information and use independent judgement
- Working knowledge of Microsoft Word , Excel and PowerPoint
- Operating knowledge of computerized emergency dispatch information systems is essential
- In-depth knowledge of Communications Center policies and procedures
- Must have exceptional oral and written communications skills
- Ability to effectively handle multiple tasks at one time
- Willing and able to work rotating shifts to include, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Emergency Medical Dispatch (EMD)
- CPR certified
- TDD certified
- Communications Training Officer (CTO)
- Driver and Vehicle Information Database (DAVID)
- Florida State Certification for Public Safety Dispatchers. F.S.S. 401.465
- Florida Criminal Information Computer/National Criminal Information Computer (FCIC/NCIC)
- NIMS 100, 200, 247a, 300, 400, 700, 800

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately 3-5 employees shift

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Must be capable of making decisions in emergency and non-emergency situations for the Communications Center, some of which are not covered by written procedures.
- Set standards, rules/guidelines or necessary disciplinary action for the Emergency Communications Dispatcher during his/her shift.
- Exercise considerable independence in prioritizing calls, disseminating information and determining critical police, fire and medical response. Example: Determine priority of call, how many units to dispatch, and which unit(s) to dispatch.
- Work independently under moderate supervision, exercising considerable judgment and discretion.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Paul Cook 11-12-2018
 Immediate Supervisor Date

E. Brian Dillman 11-13-18
 Department Director Date

Danny Beard 11-15-18
 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Protective Service Worker

Rotating Shift: Yes

Supervisor, Emergency Communications

Department: Security

Date: October 12, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking					X		3
Sitting			X				3
Lifting:	0 - 20 lbs					X	1
	20 - 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)			X				3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing		X					3
Writing		X					3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	2
Chemicals						X	1
Insects						X	1
Confined Areas		X					3
Excessive Noise						X	3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Ability to operate and monitor various electronic equipment such as radio dispatch console, CRTs and telephones		X					3

SUPERVISOR COMMENTS:
 Due to the computers' sensitivity to heat, the temperature in the Comm Center cannot exceed 72 degrees. Most of the time and especially at night the temperature ranges from 68-70 degrees. All equipment is either alarmed for prompting the operator to an immediate response or designed for two-way communications. Therefore, the employee must be extremely mobile and able to instantaneously respond from a sitting to a standing or walking position.

Paul Boh 11-12-2018
 Immediate Supervisor Date

C. Ben Fisher 11-13-18
 Department Director Date

Cathy Veaure 11/13/18
 Human Resources - Compensation Date

Supervisor, Financial Applications

Department: Finance

Date: March 16, 2018

Title of Immediate: Director, Finance

Pay Level: L27

POSITION SUMMARY: Supervise and support the business use of various financial applications with a primary focus on lease management system, planning and budgeting software, Oracle E-Business Suites, payroll system and timekeeping system. Perform the security administration role on these applications in addition to ADP/Payroll, banking services and others as necessary. Recommend and lead the evaluation of new financial applications, upgrades, and enhancements. Participate in the implementation and upgrade of new or existing financial applications as a subject matter expert. Supervise the Financial Application process of the Finance department, including troubleshooting, reviewing, analyzing, evaluating, maintaining, and providing day-to-day support of the Authority's financial applications. Primarily supports the business users within the Finance Department.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervise the Financial Application process of the Finance Department, providing oversight, advice and assistance so that application problems are assessed, prioritized and resolved in a timely manner.
- Administer user access and security for lease management, planning and budgeting, Oracle E-Business Suites, payroll, timekeeping, banking services and other financial applications.
- Recommend and supervise the evaluation and testing of major and minor application upgrades and enhancements, including leading and assisting the end users with required functionality design and testing.
- Lead the evaluation of new financial applications or new modules, and participates in implementation and upgrades of new or existing financial applications as a subject matter expert in conjunction with the Business Applications department including design, testing, setup, reporting and development and documentation of procedures.
- Coordinate with other department systems upgrades, testing and implementation as it relates to the financial aspects to the systems.
- Identify requirements, designs custom reports with the assistance of Information Technology, develops ad hoc reports and tests changes and enhancements for all financial applications.
- Develop and maintains documentation and operating instructions to support processes and workflow. Assists in the development and improvement of business process flows.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Serve as department Project Manager for Authority's content management system.
- Serve as Finance representative for Business Continuity Plan and responsible for Finance disaster recovery plan (COOP) plan.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting, Business, Information Systems or a closely related field and five (5) years of progressively responsible functional support and/or technical experience with accounting/financial applications ERP systems, or an equivalent combination of education, training and experience. Supervisory experience preferred. End user support and experience with Oracle Financials, lease management, planning and budgeting, payroll, timekeeping, banking services and other financial applications preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong knowledge of word processing, database and spreadsheet software
- Strong troubleshooting skills
- Excellent verbal and written communication skills, including good interpersonal and presentation skills
- Knowledge and experience with SQL query language and relational database concepts is preferred
- Knowledge and experience with report writing programs is preferred, Oracle Discoverer business area administration is desired
- Must have a general knowledge and understanding of accounting, procurement and other business practices and procedures

LICENSES/CERTIFICATIONS REQUIRED:

- None

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately one (1) employee.

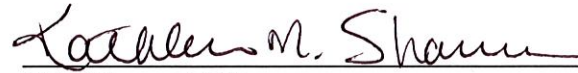
LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Perform duties and responsibilities with little supervision or direction.
- Substantial judgment, discretion and initiative required.
- Interact with persons of various levels throughout the Authority as well as with outside consultants.
- Create commitment to common goals, identifies competing interests and assists in finding ways to balance them.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 3/16/18
Immediate Supervisor/ Department Director Date

 3/16/18
Chief Financial Officer Date

 3-16-18
Sr. Director, HR & Risk Management Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Supervisor, Financial Applications

Department: Finance

Date: March 16, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	1
Walking						X	1
Sitting		X					3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing		X					3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General Office Equipment (Computer, Copier, Fax, etc.)		X					3
Other							
Other							
SUPERVISOR COMMENTS:							

Pam L. Heaney 3/16/18
 Immediate Supervisor/Department Director Date

Lauren M. Shannon 3/16/18
 Chief Financial Officer Date

Cathy Vance 3/23/18
 Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Graphics

Date: November 14, 2012

Department: Maintenance

Grade/Level: Non-exempt; L21

Title of Immediate Supervisor: Manager, Terminal Facilities

Rotating Shifts: No

Shift Premium: No

POSITION SUMMARY: Plans, coordinates and supervises the activities of the graphics shop to maintain all Authority signage within Department of Transportation Rules and GOAA's Architectural Graphics Design Program as stated in GOAA Graphics' Standard Policy.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, organize and supervise the daily operations of the Graphics shop
- Ensure all assigned work is accomplished in compliance with Graphics Master Plan and Graphic Standard Policy of GOAA
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Monitor outside contractor personnel to ensure timely compliance with contract requirements
- Serve as project manager on in-house projects to coordinate trades personnel as required, including design, layout and production
- Read and interpret blueprints and engineering drawings
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required
- Establish and maintain records and reports appropriate to area of responsibility
- Investigate problems and develop solutions in area of responsibility
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required
- Develop and monitor annual budget
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Graphics Design or related field and (5) years experience in signage and graphic arts pertaining to Computer Aided Signage (CAS), Computer Aided Graphic Design (CAGD) and three years supervisory experience; or an equivalent combination of education, training and experience. Bachelor of Arts degree in Graphic Design desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledgeable of Gerber Scientific Products or similar programs
- Knowledge of International Graphics Standards
- Extensive knowledge of Corel Draw, Quark Express, Adobe PhotoShop, or similar software programs
- Must be capable of using computer-aided graphics equipment, i.e. 4-axis plotters, Dimension 200 router/engraver, large format digital color printers and scanners
- Ability to handle desk and file management procedures maintained by the Graphics Advantage computer based system
- Basic knowledge of essential safety equipment and protective devices
- Sound working knowledge of hazardous material/chemical handling requirements and associated MSDS sheets
- Knowledge of rules, regulations, and guidelines regarding the safe operation of hand and power tools
- Capable of operating field communications equipment

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Drivers License

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Approximately four (4) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Establishes priorities to maximize productivity and efficiency

APPROVAL SIGNATURES:



Immediate Supervisor

11/29/12

Date



Assistant Director

12/4/12

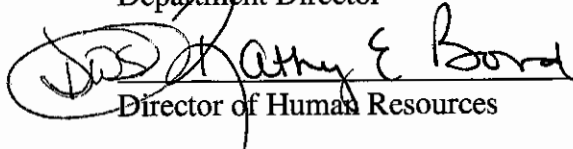
Date



Department Director

12/4/12

Date



Director of Human Resources

12-5-12

Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Graphics
 Department Maintenance

Date November 14, 2012
 Section 688

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.					X	1
B. __ 21- 50 lbs.					X	1
C. __ 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals				X		2
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

C.R. Buehner

Immediate Supervisor

11/29/12

Date

[Signature]

Department Director

12/9/12

Date

JOB DESCRIPTION

Job Title: Supervisor, GT Permit Services

Date: December 1, 2017

Department: Ground Transportation Services

Grade/Level: Exempt: L21

Title of Immediate Supervisor: Assistant Manager, Ground Transportation Services

POSITION SUMMARY: Responsible for daily operation of the Ground Transportation (GT) Services Permit Office, and supervision of the staff. Administer all aspects of the Authority's ground transportation permitting program, parking validation program, leased parking, employee parking and mobile food unit program to include responsibility for daily receipts taken in prior to being released to Finance. Interact with Assistant Manager, Ground Transportation Services on a regular basis to maintain the consistent application of GT Services procedures.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Oversee the permit process of all commercial ground transportation companies and commercial vehicles. Resolve conflicts and provide guidance on federal, state, local and Authority regulations concerning commercial vehicles
- Oversee issuance of permits for all non-public parking in the Employee Parking Lot (EPL) and terminal area to include all management, station managers, VIP, disabled, special parking and construction and other temporary parking
- Supervise and review the invoice process for management parking fees, commercial lane fees, employee parking fees, leased parking, and taxi starter fees
- Daily interaction with airline employees, tenants, etc. Handle all customer disputes the assigned staff is unable to resolve. Prepare or authorize refunds/credits to customers when required
- Maintain compliance with the Authority's Mobile Food Unit Policy including permitting, monitoring, enforcement and compliance with state, county and city health, insurance and motor vehicle laws and regulations
- Supervise the Authority's parking validation stamp program, to include issuance and control of validation stamps, and develop procedures to monitor the validation procedures
- Maintain and order permitting supplies, including EPL decals.
- Oversee and monitor the Authority's Ground Transportation Revenue Control System. Review and maintain accurate records and reports in applicable electronic systems/databases
- Responsible for records retention for the permitting section of Ground Transportation Services
- Oversee use of the Ground Transportation Services Receipt application, monitor and assure that the daily receipts taken in by the permitting office are correctly accounted for, confirm timely release of payment batches and all daily cash transactions are correctly accounted for, secured and submitted to the Finance department
- Draft policies and procedures as it relates to Ground Transportation Services and assist the Assistant Manager of Ground Transportation Services as requested
- Supervise assigned employees including: assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees; recommend disciplinary action as needed. Provide for the safety and security of the work area
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in Business or a related field and five (5) years work experience in a heavy customer contact environment ensuring compliance with rules, regulations and policies, or an equivalent combination of education, training and experience. Supervisory experience preferred. Customer service experience in similar environment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Demonstrated ability to deliver excellent customer service
- Demonstrated ability to plan, schedule, organize, prioritize and manage multiple projects,
- Knowledge of parking and ground transportation desirable
- Knowledge of, Word and Excel, required. Oracle, lease management system and revenue control system, preferred
- Attention to detail
- Good organizational skills
- Ability to communicate clearly and effectively, orally and in writing

LICENSES/CERTIFICATIONS REQUIRED:

- None


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervise approximately six (6) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Responsibility and primary accountability to supervise a single section/unit.
- Assign work, check results, control costs, appraise performance, and make salary increase and promotional recommendations.


APPROVAL SIGNATURES:

 * ASST. MGR (Immediate Supervisor)
 CURRENTLY VACANT.

 Immediate Supervisor

12/04/2017

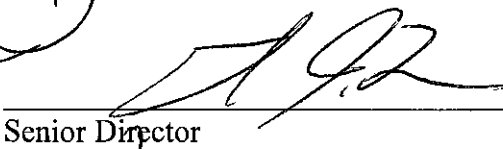
 Date



 Department Manager

12/04/2017

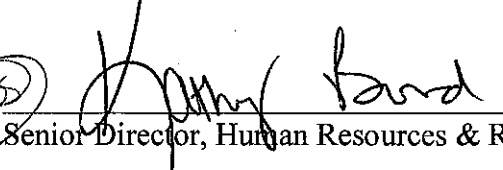
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 Senior Director

12-04-2017

 Date



 Senior Director, Human Resources & Risk Management

12-6-17

 Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, GT Permit Services
 Department Ground Transportation Services

Date December 1, 2017
 Section 238

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		1
Walking				X		2
Sitting		X				2
Lifting				X		3
A. ___ 0 - 20 lbs.					X	2
B. ___ 21-50 lbs.					X	1
C. ___ 51+ lbs.					X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRJ (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

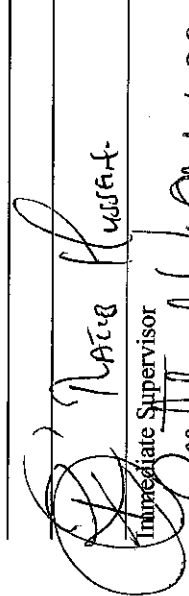
- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)


Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

 Patricia Kusser
 Immediate Supervisor
 Date: 12/04/2017

 Senior Director
 Date: 12/4/17

Human Resources - Compensation
 Date: 12/4/17

JOB DESCRIPTION

Job Title: Supervisor, HVAC

Date: June 9, 2015

Department: Maintenance

Grade/Level: Non-exempt; L22

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Plant Maintenance

POSITION SUMMARY: Supervises HVAC Technicians in maintenance and repair of all equipment and related control systems pertaining to heating, ventilation, and air conditioning equipment.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, organize, and supervise the daily operation of the HVAC Shop.
- Responsible for the effective and efficient operation and maintenance of the central energy plant and all related HVAC systems and controls.
- Plan, schedule, and supervise preventive maintenance activities to ensure completion in a timely manner.
- Develop and maintain the necessary records and reports to ensure product and equipment reliability.
- Monitor outside contractor personnel to ensure timely compliance with contract requirements.
- Ensure compliance with applicable federal, state, and local codes and established maintenance practices consistent with OSHA Standards.
- Establish work standards and ensure compliance through regular quality assurance inspections.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma, with a minimum of 1200 hours HVAC technical training courses, five years experience in HVAC field, and three years supervisory/lead experience; or an equivalent combination of education, training, and experience. Demonstrated leadership skills may replace the requirement for supervisory experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Extensive knowledge of central energy plant operation
- Extensive knowledge of building automation system network, and electrical direct digital and pneumatic controls
- Demonstrated leadership experience; ability to build an effective team
- Demonstrated strong verbal and written communication skills
- Demonstrated ability to set standards for consistency

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- EPA section 608, Universal certification is preferred for the proper use, storage and disposal of refrigerants.
- Refrigerant Transition and Recovery Certification
- Class "A or "B" contractor's license desirable

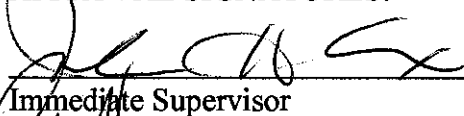
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervisory responsibility for approximately eleven (11) HVAC Technicians

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under moderate supervision, exercising considerable judgment and discretion


APPROVAL SIGNATURES:



Immediate Supervisor

6/22/15

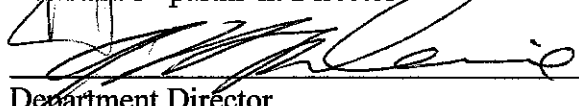
Date



Assistant Department Director

6/22/15

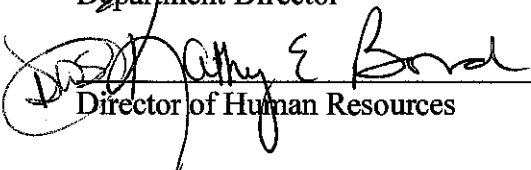
Date



Department Director

6/24/15

Date



Director of Human Resources

6-26-15

Date

-Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, HVAC
Department Maintenance

Date June 9, 2015
Section 685

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

	<u>Frequency</u>
Constant	- More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent	- 51-80% (4 1/2-6 hours per 8 hour day)
Frequent	- 21-50% (2 1/2-4 hours per 8 hour day)
Occasional	- 6-20% (1-2 hours per 8 hour day)
Rare	- 0-5% (Less than 1 hour per 8 hour day)

	<u>Importance</u>
3	- Critical part of Job; can't be done any other way
2	- Important, but may be performed in some other way
1	- Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.					X	1
B. __ 21- 50 lbs.						1
C. __ 50+ lbs.						1
Bending/Stooping						1
Pushing, Pulling, and/or Digging						1
Reaching over Head						1
Kneeling, Crawling						1
Climbing (ladders, stairs, hills)						1
Typing/CRT (attention to detail)				X		2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

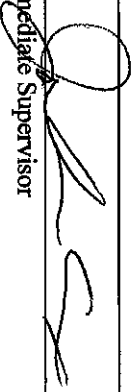
In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- | | | | |
|---------------|--|---|-------------------|
| | <u>Frequency</u> | | <u>Importance</u> |
| Constant | - More than 80% (6 1/2 hours or more per 8 hour day) | 3 - Critical part of job; can't be done any other way | |
| Very Frequent | - 51-80% (4 1/2-6 hours per 8 hour day) | 2 - Important, but may be performed in some other way | |
| Frequent | - 21-50% (2 1/2-4 hours per 8 hour day) | 1 - Not Critical; may be reassigned or not performed at all | |
| Occasional | - 6-20% (1-2 hours per 8 hour day) | | |
| Rare | - 0-5% (Less than 1 hour per 8 hour day) | | |

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes						1
Chemicals				X		2
Insects						1
Heights, Confined Areas				X		2
Excessive Noise						1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via GOAA vehicle				X		3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

Immediate Supervisor


6/22/15
Date

Department Director


6/24/15
Date

JOB DESCRIPTION

Job Title: Supervisor, K-9 Handler

Date: September 29, 2017

Department: Security/Canine

Level: Non-exempt; L24

Rotating Shifts: Yes

Title of Immediate Supervisor: Manager, Security Operations

Shift Premium: No

POSITION SUMMARY: Coordinate the day to day activities of the Explosive Detection Canine Team (EDCT) Section. Establish training plans, schedules, work priorities. Implement plans to achieve the goals and objectives outlined for the Section. Resolve concerns and elevate issues as needed. A point of contact with other departments, the Transportation Security Administration (TSA) and local law enforcement for EDCT matters.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Supervise the daily activities of the EDCT Section's staff. Develop schedule, monitor hours of work and authorize timesheets, verify that work is performed in compliance with standards, laws, regulatory requirements, etc. Investigate concerns and develop solutions. Prepare and conduct performance appraisals, develop and implement training (including TSA Legacy training and canine training), participate in interviews, recommend disciplinary action when necessary.
- Primary liaison for EDCT issues with OPD, FBI, TSA, ATF, CBP and other related law enforcement agencies.
- Analyze and conduct effective training of the EDCT, adhering to TSA standards as required
- Serve as explosive detection subject matter expert for GOAA. Expert resource to the Incident Commander for bomb threat incidents.
- Responsible for the safe handling and transfer of explosive aides; establish and implement applicable policy and procedures.
- Verify that all Utilization mandates are met, review all records to confirm they are accurately entered into the TSA required portal in accordance with established timeframes.
- Confirm that K-9 staff wear specified Personal Protective Equipment (PPE), i.e. body armor, when responding to designated calls, and that PPE is maintained in good repair and a state of readiness with easy access when needed.
- Confirm that the TSA Reimbursement Program and SOP are carried out in accordance with the cooperative agreement.
- Identify and preserve evidence used to support law enforcement investigations regarding security threat incidents. May be called to provide testimony during proceedings.
- Assist with budget development and oversight.
- Keep Manager apprised on all relevant matters of the Section and confirm that section policies and procedures are followed.
- Assist Manager and perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Associate degree in Criminal Justice, Business or Public Administration or related field and six (6) years experience to include Explosive Detection Canine Team handling, with additional experience in Security, Law Enforcement or an Airport Environment; or an equivalent combination of training, education, and experience. Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must be able to develop operational and training plans
- Must be able to coordinate section activities, communicate and follow-up plans
- Must be able to maintain a forty-five minute response time to the airport
- Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Must be able to respond in emergency situations and work effectively in potentially stressful and dangerous situations
- Must possess good oral and written communication skills
- Basic computer skills
- Knowledge of K-9 health requirements
- Knowledge of explosives handling procedures

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license
- Must complete Transportation Security Administration (TSA) EDCT seminars on a regular basis as required.

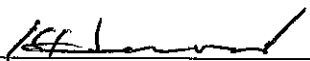
SUPERVISORY RESPONSIBILITIES:

Supervisory responsibility for approximately ten (10) K-9 Handlers and canines

LATITUDE AND/OR INDEPENDENT JUDGMENT:

- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion
- High level problem-solving skills
- Makes emergency decisions when needed

APPROVAL SIGNATURES:



Immediate Supervisor

9/28/17

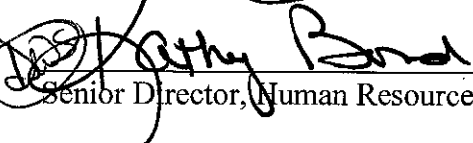
Date



Department Director

10/3/2017

Date



Senior Director, Human Resources & Risk Management

10-18-17

Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Supervisor, K-9 Handler
 Department Security/Canine

Date September 29, 2017
 Section 461

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- | | |
|--|---|
| <p>Constant
 - More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)</p> | <p style="text-align: center;"><u>Importance</u></p> <p>3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all</p> |
|--|---|

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X				3
Walking		X				3
Sitting				X		2
Lifting	A. 0 - 20 lbs.		X			3
	B. 21- 50 lbs.			X		3
	C. 50+ lbs.				X	2
Bending/Stooping		X				3
Pushing, Pulling, and/or Digging		X				3
Reaching over Head			X			3
Kneeling, Crawling			X			3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing					X	3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		3
Chemicals				X		3
Insects				X		3
Heights, Confined Areas				X		3
Excessive Noise				X		3
Must be willing and able to work rotating shifts, early mornings, late evenings, holidays, and weekends				X		3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Driving car/truck			X			3
Towing/attaching trailer					X	3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

K. Howard
 Immediate Supervisor

9/28/17
 Date

E. B. [Signature]
 Department Director

10/3/2017
 Date

Supervisor, Landside Operations

Department: Airport Operations – Landside

Date: April 1, 2021

Title of Immediate Supervisor: Assistant Manager, Airport Operations – Landside

Pay Level: L21

POSITION SUMMARY: Coordinate and supervise the daily operational activities of the Airport Operations – Landside Division. Responsible for the safe and orderly operation of the Landside Main Terminal and associated areas to confirm appropriate responses are initiated for all incidents and emergencies. Provide direction and training to maintain consistent and proper application of all rules, regulations, and procedures. Provide supervision, leadership, and direction to Terminal Operations Specialists and Traffic Enforcement Specialists. Act as the after-hours designee for Landside Operations.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assure traffic safety, traffic enforcement, and enforcement of the Ground Transportation Rules & Regulations and Transportation Security Administration's (TSA) mandates concerning unattended vehicles. Issue and oversee the issuance of Notices of Violation (NOV), when appropriate.
- Provide proper response and direction during airport emergencies, to include fire alarms/medical emergencies, vehicle accidents, bomb threats, civil disturbances, and other unique situations from a Landside Operations' perspective.
- Supervise, plan, and review daily tasks performed by Terminal Operations Specialists and Traffic Enforcement Specialists. Monitor hours of work, prepare and conduct performance evaluations, and recommend disciplinary action when necessary. Participate in the interview process and train Department employees to maintain consistent and proper application of all Ground Transportation related rules, regulations, procedures, ordinances, and statutes. Advise management of areas of concern and recommend solutions. Provide for the safety and security of the work area.
- Collect information and prepare written reports, logs, and correspondence as required. Responsible for review and accuracy of all reports and logs produced by the Department's Specialists. May enter data and related notes into wireless on-line hand held device.
- Maintain continuous focus on customer service with an emphasis on interpersonal skills, written or verbal.
- Provide assistance in the Emergency Operations Center (EOC) and act as the Landside Division representative.
- Assist the traveling public by providing information concerning flight activity, the airport, directions to Central Florida attractions and other locations, and any other assistance as appropriate.
- Perform Lost and Found duties and responsibilities as required.
- Provide testimony during Ground Transportation Hearings and court proceedings regarding Ground Transportation NOVs, parking citations, and other legal proceedings, as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in Business Administration, Public Administration, Aviation/Aerospace Management, or related field and four (4) years airline/airport operations experience in an area related to operations or an equivalent combination of education, training, and experience. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of the Airport Emergency Plan (AEP), CFR 1540 & 1542 (airport security), Ground Transportation Rules and Regulations, and other Orlando International Airport rules and policies
- Excellent oral and written communications skills and strong customer service skills required, multi-lingual skills desired

- Demonstrated computer skills and knowledge of Microsoft programs required
- Must be able to work rotating shifts, weekends, evenings, nights, holidays, and special events
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects.
- Ability to make timely and critical decisions with limited information and resolve operational conflicts within the parameters of established guidelines/procedures. Must be able to remain calm during emergencies/stressful situations and be able to make split-second decisions under pressure
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Analytical skills required to analyze available information and implement an appropriate action plan.
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Knowledge of Central Florida and the surrounding areas

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Parking Enforcement Specialist Training (PEST) certification within three (3) months of attaining position
- NIMS 100/200/300/400/700/775/800 required within 12 months of attaining position

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


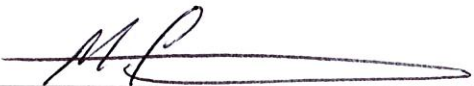

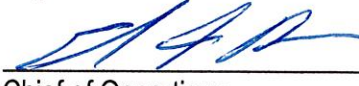

- Directly supervises a staff of approximately 13 – 18 employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Initiate day to day operational decisions based on interpretation of Orlando International Airport rules and policies
- Able to evaluate safety and security aspects of the main terminal and surrounding roadway logistical system
- Must be capable of responding to any emergency that arises and provide support to all GOAA Departments

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	
_____ Immediate Supervisor	_____ Department Assistant Director
	
_____ Department Director	_____ Chief of Operations
	
_____ Sr. Director, HR & Risk Management	

4/16/2021
Date

Date

APR 16, 2021
Date

05-01-2021
Date

5-14-2021
Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: Yes


Supervisor, Landside Operations


Department: Airport Operations – Landside Division

Date: April 1, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X				3
Walking			X				3
Sitting					X		3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping					X		3
Pushing, Pulling and/or Digging						X	3
Reaching over head					X		3
Kneeling, Crawling						X	3
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing					X		2
Traffic Management				X			3
Must be able to work rotating shifts, weekends, evenings, nights, holidays, and special events		X					3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	1
Insects					X		3
Heights, Confined Areas						X	3
Excessive Noise				X			3
Dispute/Conflict Resolution				X			3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle				X			3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
2-Way Communication Radio		X					3
Wireless Handheld Device					X		3
SUPERVISOR COMMENTS:							


 Immediate Supervisor 4/16/2021
Date


 Department Director APR 16, 2021
Date


 Human Resources - Compensation 5/4/21
Date

Supervisor, Lock Shop

Department: Security

Date: April 13, 2021

Title of Immediate Supervisor: Manager, Access Control & Security Compliance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Lock Shop for the Greater Orlando Aviation Authority (GOAA) in the operation and maintenance of all locking mechanisms, equipment, and devices. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for planning, organizing and supervising the daily operations of the Lock Shop.
- Coordinate maintenance, installation, and operation of equipment locking mechanisms in all installed locking devices as assigned.
- Confirm all work by shop personnel meets established quality control standards, safety standards and complies with all federal, state, and local codes.
- Verify adherence to the established preventive maintenance program.
- Determine material requirements for routine maintenance and project work; maintain adequate shop stock levels and requisition additional materials as required
- Accurately read diagrams, schematics, and specifications, and generate scopes and specifications for lock equipment and devices.
- Assist with generating scopes of work and specifications for equipment used and maintenance of warranty.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure, and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Responsible for remaining current with state of the art locking systems and components to include reading and interpreting schematics.
- Responsible for staying current on all GOAA emergency response procedures and maintaining proper response as required.
- Organize the Lock Shop and ensure all equipment is appropriate for the requested jobs and confirm parts and materials are ordered and configured correctly in sufficient amounts.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate or equivalency diploma and five (5) years experience working as a locksmith in the building maintenance or construction fields; or an equivalent combination of education, training, and experience. Locksmith courses required; including but not limited to lock systems in use at the airport (i.e.: Large Format Interchangeable Cores, Simplex Mechanical Pushbutton Locks, master keying). Supervisory experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to read and interpret blueprints, shop drawings, and engineering cut sheets
- Knowledge of TSA security regulations related to access to Secure or restricted areas
- Basic knowledge of essential safety equipment and protective devices
- Must be capable of properly operating field communications equipment
- Ability to utilize database programs to document lock and key structure electronically
- Basic spreadsheet knowledge to maintain locksmith parts inventory control
- Use of e-mail system for receiving and responding to work orders and locksmith information requests
- Demonstrated leadership skills
- Ability to organize, assign and reconcile work
- Ability to communicate effectively with management and Locksmiths
- Must be able to read and understand airport diagrams

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately four (4) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
- Establish priorities to maximize productivity and efficiency

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:


Gordon J. Clark 4/14/21
Immediate Supervisor Date


E. Brian Miller 4/14/2021
Department Director Date


Department Senior Director 04-14-2021
Date


St. Director, HR & Risk Management
Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: N/A

Rotating Shift: N/A



Supervisor, Lock Shop

Department: Maintenance

Date: April 13, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 - 20 lbs				X			2
20 - 50 lbs						X	2
51+ lbs						X	2
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling					X		3
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)					X		3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise					X		2
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Power Tools					X		3
SUPERVISOR COMMENTS:							

 4/26/21
 Immediate Supervisor Date

 4-26-2021
 Department Director Date

Human Resources - Compensation Date

JOB DESCRIPTION

Job Title: Supervisor, Lost and Found

Date: April 3, 2012

Department: Terminal Operations – Landside Division

Grade/Level: Non-Exempt; L20

Rotating Shifts: No

Title of Immediate Supervisor: Manager, Landside Operations Shift Premium: No

POSITION SUMMARY: Supervises the daily operation of the Orlando International Airport Lost and Found Office, guiding and supervising the Lost and Found Clerks to ensure the safe and efficient operation of the office and maximize the number of items returned to customers.

RESPONSIBILITIES: *(The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.)*

- Provide operational supervision, direction, and guidance to the Lost and Found staff members. Plan and review daily tasks performed by Lost and Found Clerks. Conduct staff member performance appraisals in conjunction with the Manager, Landside Operations. Hire and train new employees. Issue, track, or recommend disciplinary actions per policy.
- Develop office procedures and coordinate training programs.
- Ensure the proper documentation and research of lost property in an effort to locate the rightful owner. Collect information and prepare written reports, logs, and correspondence as required. Responsible for review and accuracy of all reports and logs produced by subordinates.
- Supervise and coordinate the storage and disposal of property in accordance with State of Florida and Transportation Security Administration (TSA) requirements and mandates. Coordinate the transfer of unclaimed inventory to the Aviation Authority Material Control Department.
- Control received currency from time of receipt through transfer to the Aviation Authority Finance Department.
- Produce and maintain office documentation, reports, and statistics.
- Develop the duty schedule and ensure proper coverage for the Lost and Found Office.
- Oversee the daily issuance of distributor badges and provide optimal customer service for all Airport patrons.
- Perform other related duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Associate degree and four (4) years experience in an area related to airport operations or an equivalent combination of education, training, and experience. Previous supervisory or lead experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Strong customer service skills
- Strong oral and written communications skills, friendly customer service skills, and computer skills required (Word, Outlook, Excel, Access, and PowerPoint)
- May be required to work a weekend, evening and/or holiday shift for operational reasons
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure
- Ability to work with confidential and sensitive information
- Ability to handle multiple tasks and pay close attention to detail
- Ability to solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Ability to operate a two-way radio
- Ability to type 25 CWPM
- Multi-lingual skills preferred

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

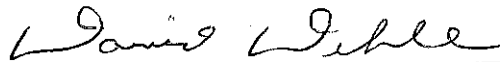
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Lost and Found Clerks (approximately 8)

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions)*

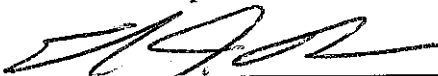
- Initiates day to day operational decisions based on interpretation of Orlando International Airport, State of Florida, and Transportation Security Administration (TSA) rules and policies. Refers unique issues to the Manager, Landside Operations.
- Works independently under general supervision, makes decisions based on policy.

APPROVAL SIGNATURES:



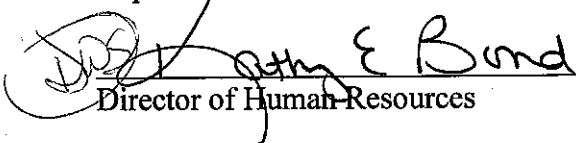
Immediate Supervisor

Date 4/4/12



Department Director

Date 4/5/12



Director of Human Resources

Date 4-10-12

Position Questionnaire - Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Lost and Found

Date: April 3, 2012

Department Terminal Operations

Section Landside Division

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 - Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 - Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 - Occasional - 6-20% (1-2 hours per 8 hour day)
 - Rare - 0-5% (Less than 1 hour per 8 hour day)

- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting			X			3
A. 0-20 lbs.				X		3
B. 21-40 lbs.					X	2
C. 50+ lbs.						3
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging				X		3
Reaching over Head				X		3
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)		X				3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Constant**
Very Frequent
Frequent
Occasional
Rare

- Importance**
- 3 - Critical part of job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	2
Heights, Confined Areas					X	2
Excessive Noise					X	2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	
Communications Equipment (radio)				X		3
General office equipment (computer, copier, fax, etc.)		X				3

Supervisor Comments:

Daniel White
 Immediate Supervisor

4/11/12
 Date

Agar
 Department Director

4/8/12
 Date

JOB DESCRIPTION

Job Title: Supervisor, Maintenance Shifts

Date: April 27, 2017

Department: Maintenance

Grade/Level: Non-Exempt; L25

Rotating Shift: Yes

Shift Premium: No

Title of Immediate Supervisor: Manager, Plant Maintenance

POSITION SUMMARY: Provide oversight and direction for all Maintenance Department activities and personnel during non-regular hours, weekends and holidays. Serve as the primary Maintenance Department contact and responder to all emergency situations.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every task, which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Performs periodic inspections of airport facilities to identify maintenance requirements in support of a safe, efficient, and secure environment for the travelling public.
- Provides continuity of professional leadership and judgment to shift personnel.
- Oversees and coordinates Maintenance staff performing preventive maintenance and repair work. Supervises and monitors Maintenance department contractors while on shift.
- Responsible for the response and coordination of department activities with other departments, tenants, and outside contract personnel for discrepancy resolution. Oversees proper department response to emergency situations as required.
- Coordinates priorities with managers and supervisors to confirm that work requirements are met.
- Advises department management of situations that arise during shift.
- Evaluates procedures and practices, making recommendations for achieving high quality and quantity of work.
- Investigates problems and develops solutions in area of responsibility.
- Monitors compliance with GOAA policies and procedures, and applicable Federal, State, and local codes, to maintain standards consistent with OSHA and NFPA regulations. In support of the Operations and Security departments, monitors compliance with FAR and security regulations.
- Maintains records and reports appropriate to area of responsibility.
- Performs administrative and other duties as required.

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree and six (6) years experience in a large scale Maintenance organization including oversight of maintenance contractors and staff, or an equivalent combination of education, training, and experience. Supervisory and airport experience desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of airport operating procedures under current FAA regulations.
- Basic understanding of maintenance work procedures and terminology.
- Familiar with use of 2-way radio communications.
- Must be able and willing to work rotating shifts including early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license.

SUPERVISORY RESPONSIBILITIES:

On assigned shift, may directly supervise up to approximately 25 personnel.

LATITUDE AND/OR INDEPENDENT JUDGMENT:

- Works independently under limited supervision and general direction
- High level of independent judgment and discretion
- Makes emergency decisions when needed

APPROVAL SIGNATURES:



Immediate Supervisor

5/1/17
Date



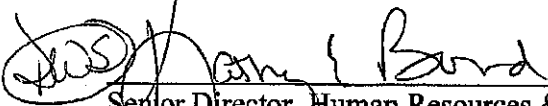
Assistant Director

5/1/17
Date



Department Director

5/1/17
Date



Senior Director, Human Resources & Risk Management

5-4-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Maintenance Shifts
 Department: Maintenance

Date: April 27, 2017
 Section: 631

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. 0 - 20 lbs. B. 21 - 50 lbs. C. 50+ lbs.					X	2
Bending/Stooping						1
Pushing, Pulling, and/or Digging						1
Reaching over Head						1
Kneeling, Crawling						1
Climbing (ladders, stairs, hills)						1
Typing/CRT (attention to detail)				X		2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	2
Chemicals					X	2
Insects					X	2
Heights, Confined Areas					X	2
Excessive Noise					X	2
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Operating department vehicle		X				3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

[Signature]
 Immediate Supervisor

5/8/17
 Date

[Signature]
 Department Director

5/1/17
 Date

JOB DESCRIPTION

Job Title: Supervisor, Maintenance Support

Date: November 20, 2012

Department: Maintenance

Grade/Level: Non-Exempt; L21

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Pavement & Grounds

POSITION SUMMARY: Plans, coordinates and supervises the activities of the maintenance support shop in providing general labor support for GOAA departments.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a*

logical assignment to the position.

- Plan and supervise the day-to-day operation of the Maintenance Support Shop.
- Schedule maintenance and servicing for designated vehicles, including leased vehicles.
- Schedule requests for labor assistance and ensure that work is completed in a timely manner.
- Plan and supervise daily policing of airport grounds, watching for debris, trash, etc. and handling appropriately.
- Schedule daily courier service, ensure schedules are met, arrange for special courier service as required.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Perform other duties as assigned.

EDUCATION REQUIREMENTS:

High school graduate or equivalency diploma and five years general labor experience, and three years supervisory experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Demonstrated leadership/supervisory skills
- Organizational skills
- Math skills as required for payroll and budget responsibilities

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida Commercial Driver's License, Class "B"


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Supervises the work of approximately six (6) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

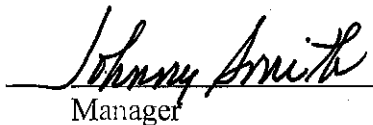
- Works independently under moderate supervision
- Makes decisions regarding work to be done and schedule/priorities

APPROVAL SIGNATURES:



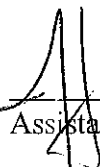
Immediate Supervisor

12-3-12
Date




Manager

12-3-12
Date



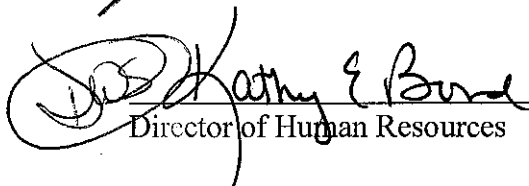
Assistant Director

12-3-12
Date



Department Director

12/4/12
Date



Director of Human Resources

12-5-12
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Maintenance Support
 Department Maintenance

Date November 20, 2012
 Section 655

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. __ 0 - 20 lbs.					X	1
B. __ 21- 50 lbs.					X	1
C. __ 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	1
Chemicals					X	2
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:

Anthony D. McClellan
 Immediate Supervisor

12.3.12

Date

[Signature]
 Department Director

12.3.12

Date

Supervisor, Material Control

Department: Purchasing

Date: December 26, 2018

Title of Immediate Supervisor: Assistant Manager, Material Control

Pay Level: L23

POSITION SUMMARY: Supervise the daily operations of the HBJ warehouse. Responsible for the proper receipt, storage and distribution of goods received in assigned area. Supervise the fixed asset inventory process to maintain an accurate accounting of all Aviation Authority owned physical assets. Responsible for proper disposal of Authority surplus property and lost-and-found items.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervise the daily operations of the HBJ warehouse. Verify items delivered to assigned warehouse are properly handled, counted and entered into the current financial system.
- Supervise the annual fixed asset physical inventory of all Aviation Authority property. Review and confirm discrepancy reconciliation of missing assets.
- Maintain stock levels to prevent out-of-stock situations. Verify accuracy of on-hand warehouse stock levels. Perform cycle counts based upon issuing and receiving activity to help control accuracy of materials on hand.
- Prepare lost and found material and surplus property for auction, supervise the proper handling and sorting of the materials. Prepare auction memos for management.
- Perform an annual count and inventory of all items in the assigned warehouse.
- Supervise the timely, methodical and accurate physical inventory of fixed asset items.
- Assist in the development of internal operating guidelines for the day-to-day operation of Material Control.
- Provide inventory, fixed asset, lost and found and surplus property reports as requested.
- Supervise employees in assigned area. Assign work, monitor hours of work and authorize time sheets, oversee quality and quantity of work performed, confirm compliance with established policy, procedure and standards; advise Management of areas of concern and recommend solutions; prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Associate degree in a related field with course work in material management or logistics management, and three (3) years of progressively responsible work experience in material management, or an equivalent combination of education, training and experience. Supervisory/Lead experience preferred; computerized inventory management systems experience required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of inventory concepts and practices
- Leadership skills
- Knowledge of fixed assets management desired
- Proficient in parts research using the Internet
- Ability to operate a forklift during declared emergency event if required
- Excellent verbal and written communication skills

Supervisor, Material Control

Department: Purchasing

Date: December 26, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
<u>Physical Effort</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		3
Walking				X			3
Sitting			X				3
Lifting:	0 – 20 lbs				X		3
	20 – 50 lbs					X	3
	51+ lbs					X	3
Bending/Stooping						X	3
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)			X				3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
<u>Working Conditions</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	2
Insects						X	1
Heights, Confined Areas						X	2
Excessive Noise						X	1
<u>Equipment/Vehicles</u>		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
SUPERVISOR COMMENTS:							

Diana L. Hershner 1/3/19
 Department Manager Date

Lawrence M. Bl... 1/14/19
 Chief Financial Officer Date

Cathy K... 1/13/19
 Human Resources - Compensation Date

Supervisor, OEA Operations

Department: General Aviation

Date: September 6, 2018

Title of Immediate Supervisor: Director, General Aviation

Pay Level: L20

POSITION SUMMARY: Verify that OEA's tenants and users comply with all applicable rules, regulations and agreements. Greater Orlando Aviation Authority (GOAA) primary contact and direct liaison with tenants during non-office hours at the airport. Maintain all facets of airfield safety and security, provide necessary assistance to the public, fixed based operators (FBO), and tenants.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Serve as the primary contact & representative of GOAA after normal business hours for matters concerning OEA
- Responsible for airfield safety including tenant, buildings & air operations areas (AOA); perform inspections to evaluate operating conditions. Remove foreign object debris (FOD) from the movement area as requested by Air Traffic Control. Issue NOTAMs when required.
- Conduct nightly airport lighting inspections, and report outages.
- Interpret, coordinate & enforce regulations & procedures. Contact FAA officials, aeronautical users, control tower & maintenance personnel concerning airfield safety & operational conditions.
- Respond to all emergencies & operate the Airport Command Post in emergencies. Conduct investigations and prepare accident reports, as required.
- Coordinate with law enforcement agencies regarding security incidents on airport property. Conduct joint emergency training exercises with law enforcement agencies and Orlando Fire Department
- Investigate complaints from OEA tenants & local public.
- Periodically review manuals & procedures, recommending revisions as needed.
- Conduct new hire training, orientation and OEA tours.
- Responsible for record management for Operations department.
- Complete airport and organizational surveys.
- Maintain log of international flights that will utilize Customs services, and assist Customs officers as needed.
- Maintain records of total aircraft movement and individual jet aircraft operations during non-ATC service hours for noise abatement inquiries. Advise pilots of proper noise abatement procedures during non-ATC hours of operation.
- Monitor and log wildlife activity that occurs on airport property, and conduct dispersals/removals as necessary. Maintain records of bird strikes that occur on airport property.
- Monitor CCTV, remote cameras and tenant security alarm systems.
- Issue trespass warnings when required
- Coordinate media personnel and events.
- Review constructions plans, monitor activities, provide escorts, & coordinate daily activities. Inspect systems, make safety recommendations and attend meetings.
- Provide training to construction personnel on safety awareness for airfield projects and conducting ground vehicle operations within the airport movement area.
- Review lease, report leasehold violations, inspect and show properties. Provide escorts, develop and maintain tenant lists.. Initiate Facilities Use Agreements for temporary airport tenants.
- Operate emergency equipment, i.e., generators for emergency lighting and pumps to prevent flooding on the airport. Position, locate and relocate emergency X's on the runways during nighttime closures/emergencies.
- Maintain gate access points during non-business hours.
- Complete maintenance work orders as necessary, and verify completion of work. Fuel airport operations vehicles and complete vehicle inspection reports.

- Assist with administrative support and render assistance to the public when administration is not on property. Change computer back-up tape on a daily basis, and coordinate with IT Department when errors occur.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Airport Management, Business Management or related field, and two (2) years experience in the aviation/airport operations ,military service or related experience, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong familiarity with Federal Aviation Regulations
- Ability to operate a two-way radio
- Computer skills, including familiarity with Microsoft office products
- Must be able to work independently, and be dependable
- Demonstrated skill to organize and prioritize work
- Ability to solve problems independently
- Must be able to work rotating shifts to include nights, evenings, weekends and holidays
- Good communication skills, and ability to deal professionally with the public
- Knowledgeable in all facets of airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

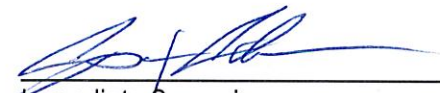
- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

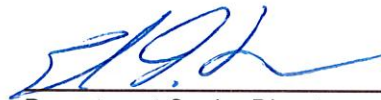
- Work independently, under moderate supervision, exercising considerable judgment and discretion.
- Make decisions based on established policy, such as runways & taxiways closures
- Failure to maintain a high degree of attention & alertness at all times could result in injury, loss of life, accidents, damage to equipment & airport property

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 9/12/18

 Immediate Supervisor Date

 09-13-2018

 Department Senior Director Date

 9-21-18

 Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

EEO Category: Service Maintenance



Shift Premium: N/A

Rotating Shift: Yes

Supervisor, OEA Operations

Department: General Aviation

Date: September 6, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.


<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs				X		2
	20 – 50 lbs					X	2
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)				X			3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Visual		X					3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes					X		2
Chemicals						X	2
Insects						X	2
Heights, Confined Areas						X	2
Excessive Noise				X			3
Must be able to work rotating shifts to include nights, evenings, weekends and holidays							3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
Two Way and FAA Radios		X					3
SUPERVISOR COMMENTS:							


9/12/18

 Immediate Supervisor Date


09-13-2018

 Department Senior Director Date


9/12/18

 Human Resources - Compensation Date

Supervisor, Paint

Department: Maintenance

Date: March 15, 2022

Title of Immediate Supervisor: Manager, Terminal Facilities

Pay Level: L23

POSITION SUMMARY: Plan, coordinate and supervise the activities of the Paint Shop for the Greater Orlando Aviation Authority (GOAA) to maintain the structural integrity and aesthetics of all facilities, including buildings, structures, and airfield and roadway pavement markings. Schedule daily work orders, monitor and supervise worksites, establish and maintain proficiency training for employees on assigned equipment.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Responsible for planning, organizing and supervising the daily operations of the Paint Shop.
- Prepare annual and multi-year painting operational plan.
- Verify all assigned work is accomplished in compliance with specifications, building codes, and established safety practices.
- Determine material requirements for routine maintenance and project work; maintain adequate stock levels, and requisitions materials as required.
- Read and interpret engineering drawings for layout and painting of all FAA airfield markings and FDOT pavement markings.
- Maintain compliance with all applicable regulatory agency requirements.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm the compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Monitor outside contractor personnel to maintain timely compliance with contract requirements.
- Responsible for staying current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budgetary requirements.
- Inspect vehicles assigned to the department to verify vehicles are maintained and tools and materials are properly stowed away.
- Provide regular updates to management on projects, work order status, and other issues.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High School graduate or equivalency diploma and five (5) years painting experience in a commercial environment; or an equivalent combination of education, training and experience. Vocational/technical training desirable. Supervisor experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Sound working knowledge of hazardous material/chemical handling requirements, and associated MSDS information
- Extensive knowledge of applicable OSHA and building code requirements and any applicable regulatory agency requirements
- Ability to read and work from blueprints & contract drawings
- Basic knowledge of common computer software including Microsoft Office applications
- Supervisory/Leadership skills
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Demonstrated ability to plan, schedule, organize, prioritize, and manage multiple projects
- Attention to detail
- Good oral and written communication skills
- Working knowledge of maintenance trades and terminology

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*





- Directly supervises a staff of approximately seven (7) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Work independently under moderate supervision, exercising considerable judgment and discretion
Establish priorities to maximize productivity and efficiency
- Determines type of equipment, tools, and material to be used for assigned jobs, and work method and practices to ensure a professional completion

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

	04/19/2022		4/19/2022
Immediate Supervisor	Date	Department Assistant Director	Date
	04/19/2022		4-27-2022
Department Director	Date	Sr. Director, HR & Risk Management	Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Skilled Craft Worker

Rotating Shift: N/A

Supervisor, Paint

Department: Maintenance

Date: March 15, 2022

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting: 0 – 20 lbs						X	1
20 – 50 lbs						X	1
51+ lbs						X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)				X			3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals					X		2
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X			3
2way Radio/Field Communication Device			X				3
Other							
SUPERVISOR COMMENTS:							

Jeffrey Daniels 4/19/2022
 Immediate Supervisor Date

[Signature] 04/19/2022
 Department Director Date

[Signature] s/z/boaa
 Human Resources - Compensation Date

Supervisor, Payroll

Department: Finance

Date: March 22, 2019

Title of Immediate Supervisor: Manager, Finance

Pay Level: L26

POSITION SUMMARY: Supervise the Payroll area of the Finance Department, including compliance with policies and procedures. Review of bi-weekly payroll and supporting reports. Assist with the preparation of month-end and year-end schedules and the Comprehensive Annual Financial Report. Responsible for the development of internal controls.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervise payroll process including time and attendance processing as well as review of payroll. Verify compliance with current governmental regulations relating to payroll.
- Review payroll process to maintain adherence to the Authority's policies and procedures and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Confirm proper recording and reporting of payroll expenditures and related liabilities. Analyze expenditures for budgetary issues.
- Review reports generated by Payroll for reconciliation, journal entry, monitoring and reporting purposes. Review reconciliation of related Payroll accounts to the General Ledger.
- Review payroll related wire transfers and vendor's request for payment.
- Review the bi-weekly leave of absence/workers' compensation schedule to verify accuracy.
- Responsible for the recording of the monthly pension transactions, preparation of financial statements and related schedules and payments. Perform analysis of various general ledger accounts and verify that any reconciling items are resolved timely.
- Prepare the necessary documentation and schedules for the defined benefit, deferred compensation and OPEB audits.
- Assist with the preparation of month-end schedules, fiscal year-end schedules for the Comprehensive Annual Financial Report (CAFR), and the annual budget.
- Supervise calendar year-end Payroll process including preparation of W-2 for employees and reconciliation to W-2 form and general ledger.
- Keep up to date with the ADP and Kronos updates and other related payroll applications.
- Supervise payroll staff. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Provide high level of customer service and guidance to internal/external customers to maintain the Authority's objectives.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or related field and five (5) years experience in payroll administration and financial statement preparation, or an equivalent combination of education, training and experience. Extensive experience with financial applications software required. Supervisory experience preferred. Experience with pension financial statement preparation, ADP WFN Payroll, Kronos, and custom reports highly desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Must possess strong interpersonal skills. Ability to deal tactfully and courteously with employees and the general public
- Demonstrated leadership/supervisory skills preferred
- Strong technical accounting skills related to payroll and pension plans
- Extensive knowledge of Microsoft Office including Word, Excel required
- Knowledge with computerized accounting systems, payroll, and time keeping systems; experience with Oracle preferred
- Strong knowledge of payroll compliance, principals and taxes
- Strong knowledge of local, state and federal payroll/tax regulations, including Fair Labor Standards Act (FLSA) rules
- Knowledge of garnishment, child support and levy processes
- Knowledge of electronic timekeeping and payroll processing services
- Ability to handle multiple responsibilities with various financial areas
- Excellent verbal and written communication skills
- Strong technical accounting skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- Directly supervises a staff of approximately two (2)

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Works independently with little supervision and general direction, high level of initiative, judgment, and authority
- Judgment used for management, administrative and accounting responsibilities. Interpret all aspects of policy and procedure
- Coordinate decisions affecting other GOAA departments with Manager, Finance, Assistant Director, Finance, Director, Finance and Chief Financial Officer

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

Elvie Alfonso 4.2.19
Immediate Supervisor Date

Maui Damm 4.2.19
Department Assistant Director Date

Pam L'Heureux 4/3/19
Department Director Date

Laura M. Staman 4/4/19
Chief Financial Officer Date

Patricia E. Bond 4-5-19
Sr. Director, HR & Risk Management Date

MB

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

Supervisor, Plumbing

Department: Maintenance

Date: February 28, 2018

Title of Immediate Supervisor: Manager, Plant Maintenance

Pay Level: L24

POSITION SUMMARY: Plan, coordinate, and supervise the activities of the plumbing shop in the operation and maintenance of all plumbing systems and appurtenances.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervise the daily operation of the Plumbing Shop in providing operations and maintenance of all airport plumbing systems to include:
 - Potable water supply and distribution
 - Storm water collection and discharge (buildings)
 - Waste and vent water collections discharge (buildings)
- Responsible for preventive maintenance and inspection of all systems.
- Read and interpret engineering drawings and specifications for plumbing systems and inspect to ensure contractual compliance.
- Coordinate with City of Orlando for periodic inspection of cross-contamination prevention devices on potable water supply lines.
- Determine material requirements for routine and project work. Maintain adequate shop stock levels and requisition materials for accomplishing required work.
- Responsible for remaining current on all GOAA emergency response procedures and ensuring proper response as required.
- Establish and maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school graduate and five (5) years plumbing experience; three (3) years supervisory experience, or an equivalent combination of education, training and experience. Some technical schooling desirable.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of all applicable Federal, State, and local plumbing codes; OSHA safety policies.
- Ability to read and work from blueprints & contract drawings.
- Ability to operate hand & power tools, two-way radio, pumps, motor vehicles, and office machines.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver license
- Journeyman Plumber Orange County Competency Card
- Master Plumber Orange County Competency Card desired

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*


- Directly supervises a staff of approximately thirteen (13) employees.

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Works independently under moderate supervision, exercising considerable judgment and discretion
- Establish priorities to maximize productivity and efficiency

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.


APPROVAL SIGNATURES:

 5/28/18

Immediate Supervisor Date

 5/30/18

Department Assistant Director Date

 6-7-18

Sr. Director, HR & Risk Management Date

 5-30-18

Department Director Date

FLSA: Non-Exempt

EEO Category: Skilled Craft Workers

Shift Premium: N/A

Rotating Shift: N/A

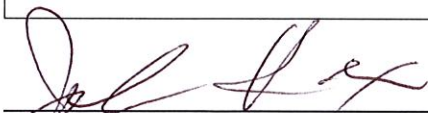
Supervisor, Plumbing

Department: Maintenance


Date: February 28, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting				X			3
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)					X		3
Speaking & Hearing			X				3
Detailed Inspection/Reading/Editing			X				3
Writing			X				3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X		2
Noxious Fumes						X	1
Chemicals					X		2
Insects						X	1
Heights, Confined Areas					X		2
Excessive Noise						X	1
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Other							

SUPERVISOR COMMENTS:
 Immediate Supervisor

 5/30/18
 Date


 Department Director

 5-30-18
 Date


 Human Resources - Compensation

 5/30/18
 Date

JOB DESCRIPTION

Job Title: Supervisor, Revenue Control

Date: January 7, 2016

Department: Finance

Grade/Level: Exempt; L26

Title of Immediate Supervisor: Assistant Director, Finance

POSITION SUMMARY: Supervise the Revenue Control section of the Finance department, including the invoicing and collection of all revenue and security deposits due to the Authority and compliance with policies, procedures and departmental budgets. Review contract documents for compliance, maintain and monitor Letters of Credits and Bonds documents for renewal and rating status. Prepare month-end and year-end schedules for the Comprehensive Annual Financial Report and work with independent auditors. Responsible for the development of internal controls that are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Supervise accounts receivable process to ensure adherence to the Authority's policies and procedures, and that internal controls are designed and operate effectively to prevent or detect and correct misstatements on a timely basis and safeguard the assets of the Authority.
- Supervise the revenue invoicing and remittance established in leases, amendments, space-use permits, contracts, etc., to ensure invoicing accuracy. Maintain and ensure the accuracy of the revenue accounting records to facilitate a timely reporting of financial condition to management.
- Supervise the preparation of the daily deposit and recording of revenue and cash receipts. Ensure that all internal controls related to this area are always operating as designed.
- Supervise the proper recording, accounting and monitoring renewal and rating status of security deposits received. Ensure that all customers have the appropriate security deposits and any replacement security deposits are received prior to expiration of the existing security deposits.
- Review requests for refunds and credit memos and ensure that they are in compliance with the customer agreements and are supported by adequate documentation.
- Supervise collection procedures on delinquent accounts receivable. Analyze delinquent accounts receivable reports to ensure timely payment from tenants, concessionaires, air carriers and other customers. Monitor delinquent accounts with security deposits. Prepare and draw down on security deposits as necessary in the collection effort. Report to management on delinquent accounts on a timely basis and recommend actions pursuant to agreements. Work with legal on bankruptcies and other legal matters.
- Review reports generated by the Accounts Receivable department for reconciliation, journal entry recording, monitoring and reporting purposes. Review reconciliation of Accounts Receivable to the General Ledger. Perform analysis of various general ledger accounts and ensure that any reconciling items are resolved timely.
- Review and remit monthly sales tax, excise tax, gross receipt tax and communication service tax returns. Ensure compliance with all regulatory requirements.
- Prepare month-end schedules, annual schedules and notes for the Comprehensive Annual Financial Report and with work with independent auditors.
- Assist with the annual revenue budget.

RESPONSIBILITIES (Continued):

- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; ensure compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance reviews; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor degree in Accounting or related field, and five (5) years of experience in revenue accounting and revenue collections, or an equivalent combination of education, training, and experience. Strong understanding of revenue accounting concepts, practices and procedures required. Supervisory and collections experience required. Oracle and PropWorks experience desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must possess strong interpersonal and leadership skills
- Must have strong knowledge of Excel, Word and Access Database.
- Must be familiar with computerized accounting systems
- Ability to handle multiple responsibilities throughout various financial areas
- Ability to understand and carry out complex oral and written instructions
- Ability to deal tactfully and courteously with employees and the general public
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public.
- Strong organizational skills to prioritize work and meet deadlines

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant license desired

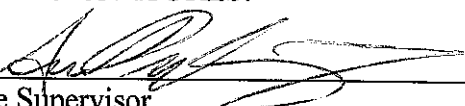
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Supervise staff of approximately five (5) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*


- Interprets policy and procedure minimal
- High degree of independence with minimal supervision
- Decisions affecting important administrative and accounting procedures.
- Coordinate decisions effecting other GOAA departments with Finance management staff
- High level problem-solving skills

APPROVAL SIGNATURES:



Immediate Supervisor

Date 1/12/2016



Department Director

Date 1/14/2016



Director of Human Resources

Date 1-22-16



Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor – Revenue Control
Department: Finance

Date Section: 111

January 7, 2016

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Constant - More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
Occasional - 6-20% (1-2 hours per 8 hour day)
Rare - 0-5% (Less than 1 hour per 8 hour day)

Frequency
 3 - Critical part of Job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		2
Walking				X		2
Sitting	X					3
Lifting A. __ 0 - 20 lbs. B. __ 21- 50 lbs. C. __ 50+ lbs.				X	X	2
Bending/Stooping				X	X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)		X				3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

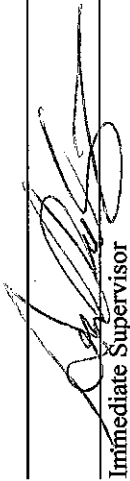
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
General office equipment (computer, copier, fax, etc.)		X				3

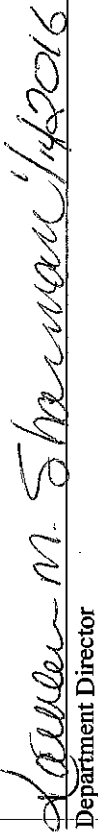
Supervisor Comments:



Immediate Supervisor

1/14/2016

Date



Department Director

Date

JOB DESCRIPTION

Job Title: Supervisor, Security Compliance

Date: October 12, 2017

Department: Security

Grade/Level: Non-Exempt, L21

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Security Compliance

POSITION SUMMARY: Responsible for daily oversight of the Security Compliance Specialists. Monitor throughout the Authority for compliance with applicable airport security policies, regulations, and agreements to maintain overall effectiveness, and efficiency of security processes and procedures. Provide or facilitate training and related documentation to airport tenants, contracted security personnel and airport guests regarding compliance issues and other security related initiatives. Train Security Compliance Specialists and maintain required documentation.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Supervise assigned employees. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; confirm compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Monitor compliance with Federal regulations contained in 49 CFR Part 1542 and other applicable Federal Regulations, Transportation Security Administration (TSA) regulatory requirements and the Airport Security Program (ASP) through audits, inspections, testing, observation, and interviews.
- Issue Security Violations as appropriate for compliance related violations of the ASP or other regulatory requirements; conduct historical and trend analyses of violation data and adjust/revise training programs as applicable.
- Review Security Violations issued by staff for appropriateness and consistency; address discrepancies.
- Oversee security training programs, to include the airport's computer-based training (CBT) for airport personnel and tenants; develop and implement any new security training initiatives that may be needed; develop and present training in response to noted deficiencies or problem areas.
- Conduct training and associated documentation as it relates to Security Compliance Specialists
- Assist in confirming compliance standards are being met for all security related recurrent training.
- Conduct monthly or as needed training/outreach programs and maintain related training materials for requested GOAA departments and stakeholders
- Assist airport tenants and users with security related issues to facilitate all affected parties remaining within regulatory compliance standards.
- Maintain a system of checklists to verify all audit and inspection criteria are being properly addressed on a regular basis.
- Maintain data/documentation in reports, logs, etc. as required for the Airport Security Program, regulatory policies and other compliance standards
- Perform other tasks as directed

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate degree in a Security related discipline and four (4) years experience including compliance with TSA security regulatory requirements and training responsibilities, or an equivalent combination of education, training and experience. Experience in an airport environment preferred. Supervisory and/or leadership experience preferred.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Computer proficiency to include a working knowledge of Microsoft Word, Excel and PowerPoint
- Knowledge of TSA security requirements
- Knowledge of security compliance
- Experience/knowledge of general airport operations
- Good oral and written communication skills
- Ability to effectively and professionally interact with various Authority staff, contracted staff, tenants and airport guests
- Must be able to act effectively in highly stressful situations
- Proficiency in English, multilingual skills desired

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license


SUPERVISOR RESPONSIBILITIES:

- Supervisory responsibility for approximately three (3) employees

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Considerable initiative, discretion and judgment
- Works independently under moderate supervision

APPROVAL SIGNATURES:



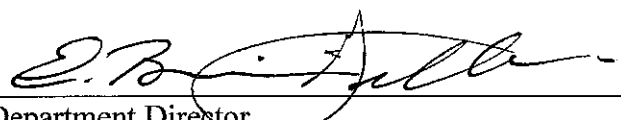
Immediate Supervisor

10/17/17
Date



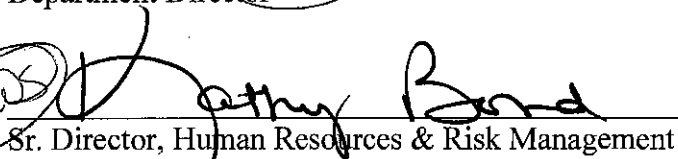
Manager

10/17/17



Department Director

10-17-2017
Date



Sr. Director, Human Resources & Risk Management

10-19-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Supervisor, Security Compliance
Department: Security

Date: October 12, 2017
Section: 465

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting				X		2
Lifting A. __ 0 - 20 lbs. B. __ 21- 50 lbs. C. __ 50+ lbs.					X	2
					X	2
					X	1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing				X		3
Writing				X		3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

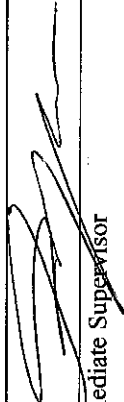
- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

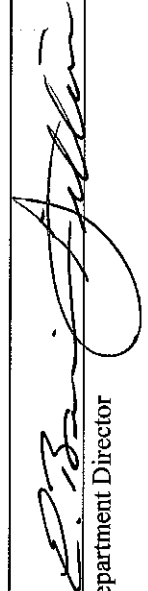
- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	2
Noxious Fumes					X	2
Chemicals					X	2
Insects				X		2
Heights, Confined Areas					X	2
Excessive Noise				X		3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Car/truck			X			3
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:


 Immediate Supervisor

10/17/17
 Date


 Department Director

10-17-2017
 Date

JOB DESCRIPTION

Job Title: Supervisor, Security Operations

Date: October 18, 2017

Department: Security

Grade/Level: Non-Exempt, L21

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Manager, Security Operations

POSITION SUMMARY: Supervise security activities on assigned shift. Oversee contracted security personnel covering all work shifts. Supervise the Security Operations Center (SOC) and staff; provide immediate response to all security related incidents or other emergency situations on airport property. Coordinate Security Incident Management and the routine enforcement and operational needs of the Airport Security Program (ASP). Confirm that security issues are addressed appropriately and in a timely manner. Serve as Security Incident Liaison with federal agencies, other GOAA departments, law enforcement and other outside agencies. Make immediate decisions necessary to maintain security of the airport.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Provide immediate response to any security related incidents or other emergency situations on airport property.
- Supervise the SOC and staff; train staff and oversee responses to activated security system alerts in compliance with required time frame; facilitate coordination with the Communications Center and other airport personnel as needed.
- Point of contact for Transportation Security Administration (TSA) and other federal agencies during initial response.
- Maintain compliance with and enforce the ASP in accordance with 49 CFR Part 1542; perform periodic inspection of security requirements and initiate corrective action.
- Oversee, coordinate, and maintain performance of security contracts and Authority-owned security screening equipment at multiple locations throughout the airport.
- Represent security management after normal business hours.
- Investigate security related problems and develops solutions to confirm security of the airport.
- Issue Security Violations, resolve conflicts, and coordinate Trespass Warnings; review daily violations log to verify compliance with ASP.
- Coordinate daily and incident priorities with other departments.
- Prepare reports and other documentation; keep department management apprised of security issues.
- Assist in the development of policies and procedures for the Secure Area access operations.
- Supervise employees in assigned area. Assign work; monitor hours of work and authorize time sheets; oversee quality, quantity and timeliness of work performed; maintain compliance with established policy, procedure and standards. Advise management of areas of concern and recommend solutions. Prepare and conduct performance evaluations; develop and provide training as needed. Participate in interviewing and selection of employees, and recommend disciplinary action as needed. Provide for the safety and security of the work area.
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Associate Degree in Security, Airport Management, Public Administration or related field and five (5) years security related experience, or an equivalent combination of education, training and experience. Supervisory experience preferred. Experience in an airport environment and familiarity with airport security regulations desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Transportation Security Administration security requirements
- Ability to work under stressful conditions, analyze and manage situations and make decisions rapidly
- General experience/knowledge of airport operations
- Good oral and written communication skills
- Ability to interact with various departments
- Computer proficiency with Microsoft Office products
- Ability to operate a two-way radio
- Proficiency in speaking and writing in English, multilingual skills desired
- Must be able to work rotating shifts to include nights, weekends, and holidays.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida Driver License


SUPERVISOR RESPONSIBILITIES:

- Supervise approximately one (1) to (2) employees per shift on a rotating basis
- Oversight of contracted security guard and screening personnel

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works independently under moderate supervision, exercising considerable judgment and discretion
- Interprets and applies contracts, policies, laws
- May be responsible for: supervision routine decisions/analysis, recommendations, forecasts, strategies, planning, research and/or evaluations
- Establish priorities to maximize productivity and efficiency
- Limited problem resolution

APPROVAL SIGNATURES:



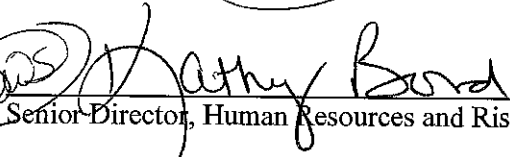
Immediate Supervisor

10/23/17
Date



Department Director

10-26-2017
Date



Senior Director, Human Resources and Risk Management

11-2-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title
Department

Supervisor, Security Operations
Security

Date October 18, 2017
Section 464

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. ___ 0 - 20 lbs. B. ___ 21-50 lbs. C. ___ 51+ lbs.				X		2
Bending/Stooping				X		2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)				X		3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing			X			3
Writing				X		3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes					X	2
Chemicals					X	2
Insects				X		2
Heights, Confined Areas					X	2
Excessive Noise				X		2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Operations Department Vehicles			X			3
Pull trailer					X	3
General office equipment (computer, copier, fax, etc.)				X		3
Communications Equipment (radio, cell phone)	X					3

Supervisor Comments:

Attwood 10/23/17
Date

[Signature]
Department Director

10-26-2017
Date

Immediate Supervisor

JOB DESCRIPTION

Job Title: Supervisor, Terminal Electrical

Date: January 8, 2013

Department: Maintenance

Grade/Level: Non-exempt; L22

Rotating Shifts: No

Shift Premium: No

Title of Immediate Supervisor: Manager, Electrical Systems

POSITION SUMMARY: Supervises the Interior Electrical Shop in the operation and maintenance of all interior power distribution and lighting systems.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Plan, organize, and supervise the daily operations of the Interior Electrical Shop.
- Read wiring diagrams, electrical plans and specifications, and generate scope and specifications for work.
- Responsible for remaining current with all electrical codes and maintenance practices to ensure compliance in all work performed.
- Monitor and administer PowerNet electrical monitoring system.
- Monitor maintenance contractors to ensure timely compliance with the contract requirements and electrical standards.
- Establish and maintain the necessary records and reports to ensure product and equipment reliability.
- Responsible for remaining current on all GOAA emergency response and safety procedures, ensuring proper response as required.
- Establish & maintain records and reports appropriate to area of responsibility.
- Investigate problems and develop solutions in area of responsibility.
- Maintain accurate and timely payroll reporting functions and perform administrative duties as required.
- Develop and monitor annual budget.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate or equivalency diploma and five years experience in a combination of trouble shooting and repair of motor controls, high voltage electrical systems up to 600 volts, lighting, power and BASL control systems and components, and three years supervisory ~~experience or an equivalent combination of education, training, and experience.~~ Associate degree in electrical related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of energy management and building automation systems
- Specialized training on switchgear equipment desirable.
- Knowledge of emergency generator systems, automatic transfer switches, uninterruptible power systems, computer controlled switchgear.
- Knowledge of electrical codes, OSHA regulations, FAA, and NFPA 70E standard.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Current Journeyman Electrician competency card recognized by the State of Florida
- Master Electrician competency card desired

SUPERVISORY RESPONSIBILITIES:

Supervisory responsibility for approximately nine (9) employees

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- Considerable latitude in initiative, judgement, and authority in carrying out duties and responsibilities consistent with this position as described.

APPROVAL SIGNATURES:



Immediate Supervisor

1-10-13
Date



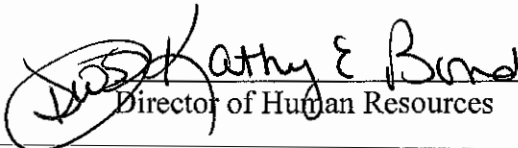
Assistant Director

1/15/13
Date



Department Director

1/15/13
Date



Kathy E. Bond
Director of Human Resources

1-22-13
Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title Supervisor, Terminal Electrical
 Department Maintenance

Date January 8, 2013
 Section 687

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

	<u>Frequency</u>
Constant	- More than 80% (6 1/2 hours or more per 8 hour day)
Very Frequent	- 51-80% (4 1/2-6 hours per 8 hour day)
Frequent	- 21-50% (2 1/2-4 hours per 8 hour day)
Occasional	- 6-20% (1-2 hours per 8 hour day)
Rare	- 0-5% (Less than 1 hour per 8 hour day)

	<u>Importance</u>
3	- Critical part of Job; can't be done any other way
2	- Important, but may be performed in some other way
1	- Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting A. ___ 0 - 20 lbs.					X	1
B. ___ 21- 50 lbs.					X	1
C. ___ 50+ lbs.					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)				X		2
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing		X				3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

- Constant
- Very Frequent
- Frequent
- Occasional
- Rare

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		2
Noxious Fumes					X	1
Chemicals				X		2
Insects					X	1
Heights, Confined Areas				X		2
Excessive Noise					X	1
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Transportation via department vehicle		X				3

Supervisor Comments:

F. B...
 Immediate Supervisor

1/12/13
 Date

[Signature]
 Department Director

1/15/13
 Date

JOB DESCRIPTION

Job Title: Supervisor, Terminal Operations

Date: September 26, 2017

Department: Terminal Operations – BHS/GSE Division

Grade/Level: Non-exempt; L21

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, Terminal Operations BHS/GSE Division

POSITION SUMMARY: Coordinate and supervise the daily operational activities of assigned areas of the BHS/GSE Operations. Confirm quality, excellent customer service, and regulatory compliance.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Oversee the day to day operation and maintenance of the BHS/GSE, ensuring the highest levels of quality assurance and customer service are provided throughout BHS operations, including but not limited to TSA, airlines personnel support services, internal customers, and the general public.
- Confirm compliance with all TSA and Federal regulations, rules and protocols related to baggage processing and security.
- Monitor and supervise BHS control room and operations staff.
- Coordinate with contracted workforce so that proper operational coverage is in place as needed; monitor BHS contracted staff, confirming full compliance with contract terms.
- Schedule and manage the daily use of the BHS and baggage make up claim devices.
- Develop and monitor staff schedules for effective and efficient operation of assigned area(s).
- Confirm the BHS facilities are in optimal condition for customer use through daily inspections, producing and following up on work orders, etc.
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Coordinate and track training programs for both GOAA and contracted-staff.
- Maintain inventory control records of Authority owned equipment.
- Process and maintain BHS payroll and attendance records.
- Update, maintain and implement policy and procedures relevant to BHS operations.
- Coordinate the interviewing, hiring, training and evaluation programs for assigned BHS personnel, and monitor performance of GOAA and contracted employees. Issue or recommend disciplinary or other personnel actions, complete performance evaluations.
- Coordinate with Federal Agencies, Airline Representatives, Essential Service Operators Skycaps.
- Investigate and respond to issues, concerns and complaints from users of the Authority's areas and equipment.
- Oversight of Control Center and system operators to ensure compliance with operating standards and maintain efficient operations.
- Monitor and record customer service performance through random surveys.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

Associate Degree in Management or related field, and four (4) years related work experience, or an equivalent combination of education, training and experience. Bachelor degree in Management or related field preferred. BHS experience in a medium to large hub airport desired.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Customer Service skills required
- Supervisory skills preferred
- Computer skills in database, spreadsheets and word processing software
- Effective oral and written communications skills
- Multi task oriented
- Planning and organizational skills
- Able to work rotating shifts, early mornings, late evenings, holidays, and weekends

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's License


SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

Supervisory responsibility for approximately twelve (12) GOAA employees, and oversight of contracted employees.

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Judgment to handle a variety of issues pertaining to the daily use and operation of the BHS facilities.
- Works independently under moderate supervision, exercising considerable judgment and discretion.
- Deals with customer issues within established procedures and guidelines.

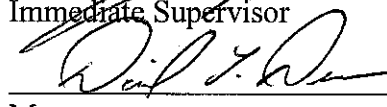
APPROVAL SIGNATURES:



 Immediate Supervisor

9-27-17

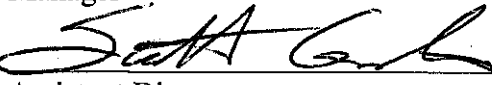
 Date



 Manager

9-27-17

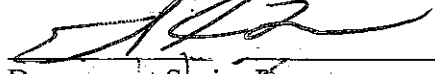
 Date



 Assistant Director

9-27-17

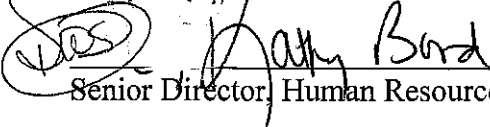
 Date



 Department Senior Director

10-4-2017

 Date



 Senior Director, Human Resources & Risk Management

10-11-17

 Date

Job Description Supplement

Physical Requirements and Working Conditions

Position Title: Supervisor, Terminal Operations
 Department: Terminal Operations, (BHS/GSE) Division

Date: September 26, 2017
 Section: 413

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency
 Constant - More than 80% (6 1/2 hours or more per 8 hour day)
 Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
 Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
 Occasional - 6-20% (1-2 hours per 8 hour day)
 Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance
 3 - Critical part of job; can't be done any other way
 2 - Important, but may be performed in some other way
 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			2
Walking			X			2
Sitting			X			2
Lifting	A. 0-20 lbs. B. 21- 50 lbs. C. 50+ lbs.				X	2
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling				X		3
Climbing (ladders, stairs, hills)				X		2
Typing/CRT (attention to detail)			X			3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing			X			3

System Administrator (Linux)

Department: Information Technology

Date: March 14, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L28

POSITION SUMMARY: Implement, support, troubleshoot and manage all Linux based systems for the Authority. Include many facets of server and storage design, installation, management and security. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Linux, VMWare virtual infrastructure, etc.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, scanners
- Monitor the system management console for error conditions. Perform all functions related to the configuration and maintenance of the server management software.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keeps current computer virus protection on the network serves and nodes.
- Establish and regulate server disk space allocation and utilization by users. Coordinate and resolve system usage conflict between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of licensing agreements and violations of copyright laws.
- Implements security in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Collaborate with management in the preparation of the Information Systems budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and five (5) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience Experience with current various Linux server OS (RedHat, Oracle, etc), Windows 7/8/10 and server applications (e.g. Oracle/Apache) required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment; CA Arcserve UDP; HP Openview, System Insight Manager or other system management software, is highly desirable. Some experience with VM Ware, Public Key Infrastructure, Blade Servers, and Storage Area Network environment desired.

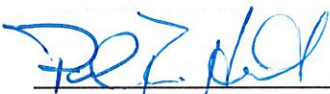
System Administrator (Linux)

Department: Information Technology

Date: March 14, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking					X		3
Sitting			X				3
Lifting:	0 - 20 lbs				X		3
	20 - 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	3
Chemicals						X	3
Insects						X	3
Heights, Confined Areas						X	3
Excessive Noise						X	3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							



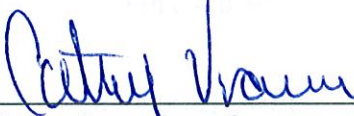
Immediate Supervisor

 6-Apr-19
 Date



Chief Information Officer

 4.4.19
 Date



Human Resources - Compensation

 4/4/19
 Date

System Administrator (Windows)

Department: Information Technology

Date: March 14, 2019

Title of Immediate Supervisor: Assistant Manager, Systems Administration

Pay Level: L28

POSITION SUMMARY: Implement, support, troubleshoot and manage all Windows-based data servers for the Authority. Include many facets of server and storage design, installation, management and security. Play a key role in the continued development and management of the server and storage infrastructure. Combine hands-on maintenance and system architecture design. Support a mid-sized LAN in a campus design. Provide administration and support for the server environment, including Microsoft Windows Server, Internet Information Server, VMWare virtual infrastructure, etc. May require support of Windows client systems and network infrastructure.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Establish and maintain the security and integrity of the servers and storage.
- Coordinate the installation, relocation, maintenance, and repair of network servers, network interface hardware, peripheral equipment, printers, plotters, removable storage, scanners
- Monitor the system management console for error conditions. Perform all functions related to the configuration and maintenance of the server management software.
- Perform user maintenance including adds, changes and deletions as necessary and according to established guidelines.
- Establish, schedule and monitor all systems backups and reviews related logs.
- Enforce and assist in establishing security policies for system use. Monitor systems for illegal or unauthorized software installation. Establish and keep current computer virus protection on the network servers and nodes.
- Establish and regulate server disk space allocation and utilization by users. Coordinate and resolves system usage conflicts between critical applications and/or peak hour conditions. Perform system tuning and optimization.
- Review emerging technologies and standards. Develop prototype demonstrations of promising, cost-effective and efficient new applications. Maintain a current knowledge of developments in both hardware and software to ensure that upgrades and installations are performed as efficiently as possible, including all relevant adjustments to system configuration, memory management, and other companion products.
- Establish the cataloging of installed equipment, software, repairs, maintenance and upgrades of server hardware and storage components. Prepare analytical reports and makes refurbishment recommendation based upon this historical inventory.
- Monitor software licensing usage to avoid violations of licensing agreements and violations of copyright laws.
- Implement domain security in accordance with established policies.
- Coordinate access by users to the Internet. Require compliance in the security of Authority networks and servers connected to the Internet.
- Adjust work schedule to include working late evenings and/or weekends when outage requirements dictate.
- Collaborate with management in the preparation of the Information Systems budget.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Computer Science or related field and five (5) years experience in the administration of a medium to large corporate network to include high level experience in server application, installation and configuration, or an equivalent combination of education, training, and experience. Experience with Windows 2003/2008 Server, Windows 7/8/10, VMWare and VSphere required. Experience with the current Hewlett-Packard Enterprise line of servers and enterprise SAN equipment, CA Arcserve UDP, HP Openview, System Insight Manager or other system management software is highly desired. Experience with server applications (ie: SQL Server, IIS, Exchange, Sharepoint) is desired.

System Administrator (Windows)

Department: Information Technology

Date: March 14, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

<u>Frequency</u>		<u>Importance</u>					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing						X	2
Walking					X		3
Sitting			X				3
Lifting:	0 - 20 lbs				X		3
	20 - 50 lbs					X	2
	51+ lbs					X	2
Bending/Stooping						X	2
Pushing, Pulling and/or Digging						X	2
Reaching over head						X	2
Kneeling, Crawling						X	2
Climbing (ladders, stairs, hills)						X	2
Typing/CRT (attention to detail)			X				3
Speaking & Hearing				X			3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	3
Noxious Fumes						X	3
Chemicals						X	3
Insects						X	3
Heights, Confined Areas						X	3
Excessive Noise						X	3
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle						X	3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
SUPERVISOR COMMENTS:							



Immediate Supervisor

3-Apr-19

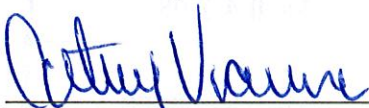
Date



Chief Information Officer

4.4.2019

Date



Human Resources - Compensation

4/5/19

Date

JOB DESCRIPTION

Job Title: Systems Administrator (IPT)

Date: October 27, 2017

Department: Information Technology

Grade/Level: Exempt; L28

Title of Immediate Supervisor: Assistant Manager, Unified Communications

POSITION SUMMARY: Responsible for the design, deployment and overall operations of Communications Systems solutions. Responsible for oversight of the IP Telephony systems, specialized applications and other systems supporting Unified Communications business functions of the Authority's Shared Tenant Services.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Closely works with IT teams and designated groups in the development and implementation of telephony based business solutions
- Serve as a lead on tasks as assigned
- Establish schedules and documentation including support processes and operating procedures
- Administer the Communications Systems to provide effective support and service for the Airport's operations
- Manage software release plans and schedules for Unified Communications solutions
- Maintain standards for Unified Communications solutions
- Enforce adherence to all change control and software release / patch management processes
- Assist in developing strategies, selecting plans and developing new unified communication technologies
- Second/Third level Communication Systems Service resolution and third tier support for work order activities
- Support systems development in applications such as Interactive Voice Response (IVR) Systems
- Adhere to IT Change Management governance model, and confirm that the design and selection of new solutions are in alignment with IT strategies and policies
- Remain current with developments in the field of Unified Communications
- Perform both systems analysis and programming as well as technical assistance
- Analyze the organization's present communications arrangements and develop and demonstrate types of services that should be considered to meet their needs
- Oversee traffic studies and analyzes to confirm the network is operating at its optimum capacity, optimal performance of telephone equipment, and optimal configurations of voice infrastructure and routing
- Perform Administrator functions of all Communication Systems Servers
- Provide support to customers and lower-tier technical staff with complex or difficult problems relating to unified communications features including VoIP, Messaging, Audio Conferencing, Video Conferencing, Presence, Collaboration, Interactive Voice Response and MS Exchange
- Encourage and facilitate the use of unified communications and collaboration technologies
- Perform other duties as assigned

EDUCATION/EXPERIENCE REQUIREMENTS:

Bachelor degree in Computer Science or a related field and three (3) years of experience including broadly based, progressive experience in a large telephony environment, experience in Internet Protocol (IP) Telecommunications support role, and experience in VoIP technologies, Avaya. An equivalent combination of education, training and experience will be considered. Experience with VoIP and Unified Communications systems required. Understanding of accounting practices desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Must have excellent analytical skills related to the job functions and requirements
- Must be proficient in IP Telephony and the integration of Enterprise data and Telecom Networks
- Must have a proficient knowledge of Avaya business communication solutions
- Knowledge of Linux
- Knowledge of IP protocol configurations in Networked [Ethernet] environment
- Experience extending enterprise voice and video solutions on mobile and tablet devices
- Solid understanding of computer networking, information technology and unified communications
- Must possess excellent verbal and written skills
- Must be a self-motivated individual who can perform with minimal direction; provides proper advice and recommendations to managers and employees at all levels
- Must possess the ability to work in a stressful environment and use professional etiquette when dealing with Authority personnel and outside vendors
- Must operate as a leader for all customer facing collaboration technology efforts
- Able and willing to work alternate shifts or days as needed

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Related certification is desirable

SUPERVISORY RESPONSIBILITIES:

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Sound judgment and creativity in solving highly complex technical problems
- Work independently
- Demonstrated ability to interface well with staff
- Demonstrated customer service skills
- Ability to prioritize and handle multiple tasks effectively

APPROVAL SIGNATURES:




Immediate Supervisor

11-14-17
Date



Manager

11-14-17
Date



Chief Information Officer

2017.11.21
Date



Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Systems Administrator (IPT)
 Department Information Technology

Date October 27, 2017
 Section 521

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

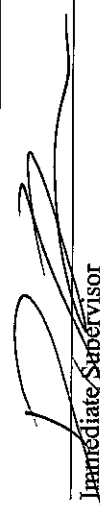
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting		X				3
Lifting			X			3
	A. ___ 0 - 20 lbs.					3
	B. ___ 21- 50 lbs.			X		2
	C. ___ 50+ lbs.			X		1
Bending/Stooping					X	2
Pushing, Pulling, and/or Digging					X	2
Reaching over Head					X	2
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)					X	2
Typing/CRT (attention to detail)	X					3
Speaking & Hearing		X				3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Other						

In the spaces below, please note what kind of physical/mental activities are involved in performing our job. Also describe the working conditions.

- | | | |
|---|---|---|
| <p>Constant
 Very Frequent
 Frequent
 Occasional
 Rare</p> | <p>Frequency
 - More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
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 2 - Important, but may be performed in some other way
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|---|---|---|

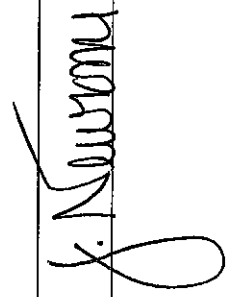
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	3
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	3
Excessive Noise					X	2
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA vehicle			X			3
General office equipment (computer, copier, fax, etc.)	X					3

Supervisor Comments:


 Immediate Supervisor

11-14-17
 Date

Department Director



2017.11.21
 Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent

Date: May 5, 2017

Department: Airport Operations, Airline Division

Grade/Level: Non-Exempt; L11

Rotating Shift: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

POSITION SUMMARY: Facilitate the safe and efficient transit of passengers through the airport terminal facilities. Coordinate all terminal facilities so they are ready for airline usage. Provide service and assistance to all airport customers.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Coordinate compliance with all regulatory requirements in the terminal services area.
- Conduct daily inspections of airport common areas, facilities and equipment and take appropriate corrective action as required so there are optimal conditions for customer use.
- Prepare facilities for flight activity including restocking common facilities, assisting with paper stock deliveries, setting up queue lines for flight check-ins, etc.
- Provide assistance to airline representatives regarding common use facilities to include ticket counter, gate, baggage carousel assignments and assist with crowd control. Relay information to customers using these facilities regarding operational or equipment changes and /or failures.
- Coordinate public safety and security in all airport areas.
- Provide customer service assistance, including foreign language translation assistance, to the traveling public as needed.
- Respond to incidents involving airport customers, facilities, and lost items.
- Provide accurate information of day's events and enter in the daily duty log. Complete incident reports as needed.
- Respond to, trouble-shoot and report equipment problems to minimize delays.
- Coordinate with Federal Agencies, Airline Representatives, Skycaps, Tour Operators and Contractors.
- Confirm that all flight and directional signage data is displayed accurately.
- Assist with training new staff as needed.
- Maintain current inventory of GOAA equipment used and maintained in the Airline Division.
- Maintain a courteous and professional attitude in dealing with guests and employees.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate or equivalent and two (2) years customer service experience, preferably in a tourism or airline related industry, or an equivalent combination of education, training, and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Effective oral and written communications skills
- Multi-lingual skills desired
- Basic keyboarding skills
- Ability to lift 50 lbs. for extended periods of time
- Ability to follow instructions
- Ability to operate a two-way radio
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends
- Strong customer service skills
- High degree of proactive/reactive abilities
- Ability to establish and maintain effective working relationships with the general public, fellow employees and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license or state identification card

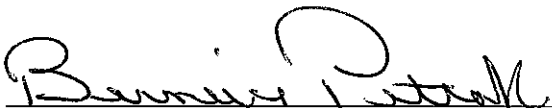
SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: *(Include examples of situations where this position might exercise independent judgment and make decisions.)*

- Works under close supervision
- Sets priorities for own work, makes day-to-day operational decisions based on standard policy
- Passenger assistance - answering questions
- Makes operational decisions about the reassignments of the common facilities; i.e.: gates, piers, ticket counters, baggage claims

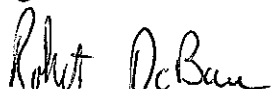
APPROVAL SIGNATURES:


Assistant Manager

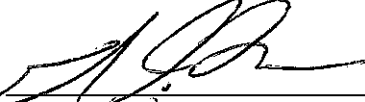
5/15/2017
Date


Manager

5/15/17
Date


Assistant Director

5/16/2017
Date


Department Director

05.24.2017
Date


Senior Director, Human Resources & Risk Management

6-16-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent
Department: Airport Operations

Date: May 5, 2017
Section: 413

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- More than 80% (6 1/2 hours or more per 8 hour day)
- 51-80% (4 1/2-6 hours per 8 hour day)
- 21-50% (2 1/2-4 hours per 8 hour day)
- 6-20% (1-2 hours per 8 hour day)
- 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking		X				3
Sitting				X		1
Lifting		X				3
A. 0-20 lbs.			X			3
B. 21- 50 lbs.			X			3
C. 50+ lbs.			X			3
Bending/Stooping			X			3
Pushing, Pulling, and/or Digging			X			3
Reaching over Head				X		3
Kneeling, Crawling				X		3
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)			X			2
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing			X			3
Writing				X		2

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency


- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)


Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects				X		1
Heights, Confined Areas				X		3
Excessive Noise				X		3
Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends						3
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems				X		2
Scissor Lift					X	1
Communication Radio	X					2
General office equipment (computer, copier, fax, etc.)				X		3

Supervisor Comments:


5/15/2017
 Assistant Manager Date


05-24-2017
 Department Director Date

JOB DESCRIPTION

Job Title: Terminal Operations Agent Lead

Date: May 5, 2017

Department: Terminal Operations, Airline Division

Grade/Level: Non-Exempt; L13

Rotating Shifts: Yes

Shift Premium: No

Title of Immediate Supervisor: Supervisor, Terminal Operations

POSITION SUMMARY: Provide front line coordination in common use work areas. Relay information between Supervisors, Agents and contracted personnel when appropriate. Document pertinent flight information for use in reports. Staff working this position may be assigned to the Federal Inspection Station (FIS) or terminal services function on a daily basis.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Coordinate compliance with FAA and Homeland Security rules and regulations.
- Coordinate public safety and security in division's areas of responsibilities.
- Provide customer service assistance to the traveling public. Provide foreign language assistance as needed.
- Monitor compliance with policies and procedures.
- Conduct daily inspections of common facilities and equipment to provide optimal conditions for customer use.
- Monitor and reassign GOAA and contracted personnel in operational areas as needed for efficient processing through common facilities.
- Report and respond to medical emergencies, including completing necessary documentation.
- Provide training to new hires and contracted personnel as coordinated with the Supervisors.
- Coordinate with Airline, SASO, and Federal Agency personnel to facilitate a smooth flow of passengers and baggage through the FIS and Terminal areas.
- Provide directional signage data input.
- Collect daily flight data and other pertinent items and add to the appropriate reports.
- Coordinate with supervisor, airline and federal agency for proper processing of diverted flights.
- Coordinate with appropriate GOAA department on facility maintenance and security door operation.
- Coordinate changes in gate, ticket counter and baggage claim device assignments.
- Determine proper queue lines for smooth flow of passengers through terminal common use areas.
- Operate baggage belt systems, respond to/troubleshoot problems with the common-use facilities and take appropriate corrective action.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE REQUIREMENTS:

High School graduate with four (4) years customer service experience, preferably in a tourism or airline related industry, or an equivalent combination of education, training and experience. Leadership experience desirable. Associate degree in Management or related field desirable.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Effective oral and written communication skills
- Ability to speak and understand English required, multi-lingual skills desired.
- Basic knowledge of Microsoft applications and keyboarding skills.
- Ability to lift 50+ lbs. for extended periods of time.
- Ability to follow instructions.
- Ability to operate a two-way radio
- Must be able to work rotating shifts, early mornings, late evenings, holidays, and weekends.
- Strong customer service skills
- High degree of proactive/reactive ability.
- Ability to establish and maintain effective working relationships with the general public, fellow employees, contracted personnel, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida drivers license

SUPERVISORY RESPONSIBILITIES:

Exercise leadership over others doing closely-related work. Assign and allocate work, provide training, and interpret and apply directions originating at higher levels (GOAA and contracted personnel).

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- Resolve scheduling conflicts relating to ticket counters, baggage claims, and baggage systems.
- Make routine operational decisions on equipment failures and alternate ways of processing passengers and baggage to minimize delays.
- Reassign GOAA and contracted personnel in operational areas without direct supervision.
- Customer assistance - answer questions, provide information.

APPROVAL SIGNATURES:

Bernice Petrok 5/15/2017
Assistant Manager Date

K L ... 5/15/17
Department Manager Date

Robert DeB... 5/16/2017
Assistant Director Date

[Signature] 05-24-2017
Department Director Date

[Signature] 6-16-17
Senior Director, Human Resources & Risk Management Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title: Terminal Operations Agent Lead

Date: May 5, 2017

Department: Terminal Operations, Airline Division

Section: 413

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing	X					3
Walking		X				3
Sitting				X		1
Lifting		X				3
A. 0-20 lbs.			X			3
B. 21-50 lbs.						3
C. 50+ lbs.				X		3
Bending/Stooping				X		3
Pushing, Pulling, and/or Digging				X		3
Reaching over Head					X	3
Kneeling, Crawling				X		3
Climbing (ladders, stairs, hills)					X	3
Typing/CRT (attention to detail)				X		2
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing				X		3
Writing				X		2

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
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- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X		3
Noxious Fumes				X		3
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	2
Excessive Noise				X		3
Other						
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Baggage Conveyor Systems	X					3
Scissor Lift					X	2
Communication Radio	X					3
Computer				X		3

Supervisor Comments:

Bessie P. [Signature]

Assistant Manager

5/15/2017

Date

[Signature]

Department Director

05-24-2017

Date



Traffic Enforcement Specialist

Department: Airport Operations – Landside

Date: March 29, 2021

Title of Immediate Supervisor: Supervisor, Landside Operations

Pay Level: L11

POSITION SUMMARY: Maintain the safe and orderly movement of vehicular and pedestrian traffic at the Landside terminals and associated areas. Assist the public by providing direction and information regarding airport and parking information. Enforce parking ordinances and issue parking citations as necessary. Document information and complete reports and logs as required.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Maintain the safe operation of Aviation Authority's public curbs. Provide traffic safety, parking enforcement, and enforcement of the Transportation Security Administration's (TSA) mandates concerning unattended vehicles. Issue parking citations in accordance with appropriate statutes and ordinances. Coordinate with the towing contractor for removal of unattended vehicles.
- Enter data and related notes into wireless on-line hand held device. Collect information and prepare written reports, logs, and correspondence as required.
- Provide testimony during traffic court proceedings regarding parking citations when required.
- Maintain constant vigilance, reporting suspicious activity or emergencies and assisting as needed.
- Assist the traveling public by providing information concerning flight activity, the airport, directions to Central Florida attractions and other locations, and any other assistance as appropriate.
- Maintain continuous focus on customer service with an emphasis on interpersonal skills, both written and verbal.
- Provide escort and crowd control services when required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent with three (3) years' experience in customer service/general public contact handling complaints and compliance with operational guidelines/regulations or an equivalent combination of education, training, and experience. Knowledge of airport operations and/or parking enforcement rules and regulations preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong oral communications skills, friendly customer service skills
- Basic computer skills
- Must be able to work rotating shifts, early mornings, late evenings, weekends, and holidays
- Ability to stand and walk for extended periods of time, often in adverse weather conditions and in areas with noxious fumes
- Demonstrated skill to organize and prioritize work
- Ability to make sound decisions under pressure
- Ability to handle multiple tasks and pay close attention to detail
- Ability to solve problems independently
- Ability to maintain a high level of professionalism and diplomacy at all times while interacting with the public and in potentially stressful, difficult, and confrontational situations
- Ability to operate a two-way radio and wireless handheld device



Traffic Enforcement Specialist

Department: Landside Operations

Date: March 29, 2021

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing		X					3
Walking		X					3
Sitting						X	2
Lifting:	0 - 20 lbs.				X		3
	20 - 50 lbs.				X		2
	51+ lbs.					X	1
Bending/Stooping					X		2
Pushing, Pulling and/or Digging						X	1
Reaching over head					X		2
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)					X		3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing				X			3
Writing					X		3
Stand/Walk amongst moving traffic		X					3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather		X					3
Noxious Fumes		X					3
Chemicals						X	2
Insects				X			3
Heights, Confined Areas					X		3
Excessive Noise			X				3
High Conflict			X				3
Must be able to work rotating shifts, early mornings, late evenings, holidays and weekends		X					3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)					X		3
Communication Radio		X					3
Wireless on-line hand held device (ticket issue)		X					3
SUPERVISOR COMMENTS:							

BK
Department Assistant Manager

4/16/2021
Date

M. Gifford
Department Director

APR 16, 2021
Date

Christy V...
Human Resources - Compensation

5/4/21
Date

Training Administrator, Customer Service & Employee Engagement

Department: Customer Service

Date: September 26, 2018

Title of Immediate Supervisor: Manager, Customer Service Training & Employee Engagement

Pay Level: 22

POSITION SUMMARY: Administer and coordinate airport-wide customer service training and employee engagement programs. Track GOAA and airport community employee training compliance with required customer service training.. Schedule and coordinate training sessions. Facilitate the delivery of customer service training and employee engagement programs throughout the airport.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Administer the scheduling of GOAA and airport community employee training sessions.
- Track the compliance and completion of required training programs.
- Assist with the development of training programs and materials.
- Contribute to the airport employee communications via Airport Employee Communication emails, website, blogs, digital monitors, I-Port and Pocket Guide.
- Collect and coordinates feedback from various communication channels for the identification of training opportunities and ways to promote awareness of customer service initiatives.
- Deliver training sessions on a regular basis to the airport community.
- Provide assistance with updates and maintenance of the employee airport website including content creation for customer service and employee engagement initiatives.
- Assist with administration of the day to day tasks for the MCO Recognition Program and assist with communication to airport community regarding the program.
- Participate as a member of the Customer Service Advisory Council (CSAC); attend meetings and working groups including serving in a lead role on the Culture Team.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor in a related field and (2) two years' experience administering training programs or an equivalent combination of education, experience. Training program development experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Excellent interpersonal and customer service skills
- Demonstrated ability to deliver and facilitate training programs
- Proficient in Microsoft applications to include Word, PowerPoint, and Excel; computer proficiency to utilize other department specific systems
- Excellent oral and written communication skills; strong presentation skills – ability to communicate effectively in English; multi-lingual skills preferred
- Detail oriented and excellent organizational skills
- Demonstrated ability to effectively plan, schedule and track the compliance training sessions
- Demonstrated ability to handle deadlines
- Willing and able to work a flexible schedule including evenings and weekends as required to accommodate training employees with various shifts

Training Administrator, Customer Service & Employee Engagement

Department: Customer Service

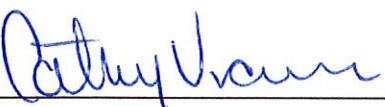
Date: September 26, 2018

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing					X		2
Walking					X		2
Sitting			X				2
Lifting:	0 – 20 lbs					X	1
	20 – 50 lbs					X	1
	51+ lbs					X	1
Bending/Stooping						X	1
Pushing, Pulling and/or Digging						X	1
Reaching over head						X	1
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)						X	1
Typing/CRT (attention to detail)		X					3
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing			X				3
Writing				X			3
Other							
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather						X	1
Noxious Fumes						X	1
Chemicals						X	1
Insects						X	1
Heights, Confined Areas						X	1
Excessive Noise						X	2
Other							
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle					X		3
General Office Equipment (Computer, Copier, Fax, etc.)			X				3
Other							
Other							
SUPERVISOR COMMENTS:							


 Immediate Supervisor 10/3/18
 Date


 Department Director 10/4/18
 Date


 Human Resources - Compensation 10/10/18
 Date

JOB DESCRIPTION

Job Title: Unified Communications Specialist

Date: October 27, 2017

Department: Information Technology

Grade/Level: Non-Exempt; L16

Rotating Shift: No

Shift Premium: No

Title of Immediate Supervisor: Assistant Manager, User Services

POSITION SUMMARY: Coordinate and oversee all Mobile Device equipment, assist users as needed. Monitor Low Voltage contracts. Provide Oracle requisition support to Unified Communications, User Services, IT Security and IT Infrastructure areas. Provide a variety of both administrative and customer support as needed.

RESPONSIBILITIES: *The listed duties are only illustrative and are not intended to describe every function which may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Coordinate and oversee all Mobile Device equipment. Process requests, verify approvals and confirm eligibility for upgrades. Configure new devices, place Airwatch on them and assist users as needed. Verify invoices, prepare payment and chargeback statements. Maintain equipment inventory and confirm devices are returned from terminating staff.
- Provide Tier 1 support for all mobile device equipment. Ask appropriate questions for basic diagnosis of problem and forward to appropriate Technician or other IT staff for resolution. May research non-complex problems associated with the organization's end user devices and applications.
- Coordinate with internal staff and with vendors for problem resolution; follow up with users to confirm problem has been resolved
- Accurately and efficiently document all activities.
- Track Low Voltage contract data, monitoring amount of work orders and payment information. Submit pay applications to appropriate team members, route and track approvals.
- Provide Oracle requisition support for Unified Communications, User Services, IT Security and IT Infrastructure areas
- Process payments for Communication Systems invoices
- Track expenses in support of budget planning and analysis efforts
- Assist department staff with activities relating to end user support
- Assist with updating IT asset management spreadsheets and reconciling procurement against inventory per established guidelines and procedures
- Serve as Departmental Record Coordinator
- Confirm payroll for bi-weekly submittals; maintain all supporting documentation; maintain personnel files for the Information Technology Department, tracking leave requests for vacation, illness, etc.
- Maintain and validate asset management records, including an accurate account of mobile device equipment inventory, and coordinate the annual reconciliation per established guidelines and procedures
- Establish and maintain departmental files and records.
- Provide assistance as needed on work order processing and billing.
- Performs other duties as assigned.

EDUCATION/ EXPERIENCE REQUIREMENTS:

High School diploma and two (2) years experience in a corporate Information Technology environment, or an equivalent combination of education, training and experience.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES:

- Ability to interface with users and staff and possess excellent oral and written communication skills
- Demonstrated customer service skills
- Must be clearly understood over normal telephone lines, command of the English language required
- Some overtime work may be required during peak or emergency periods
- Excellent organizational skills essential
- Demonstrated technical and diagnostic/analytical skills

LICENSES/CERTIFICATIONS REQUIRED:

- Valid State of Florida driver's license

SUPERVISORY RESPONSIBILITIES: (Indicate number supervised)

- None

LATITUDE AND/OR INDEPENDENT JUDGMENT: (Include examples of situations where this position might exercise independent judgment and make decisions.)

- Exercise considerable independence under general supervision
- Make independent decisions following established guidelines and procedures

APPROVAL SIGNATURES:

Jude O'Neale
Immediate Supervisor

11-14-17
Date

Margie Callahan
Manager

11-14-17
Date

J. Newome
Chief Information Officer

2017.11.21
Date

Jose Anthony Bond
Senior Director, Human Resources & Risk Management

12-1-17
Date

Job Description Supplement Physical Requirements and Working Conditions

Position Title Unified Communications Specialist
 Department Information Technology

Date October 27, 2017
 Section 521

In the spaces below, please note what kind of physical mental activities are involved in performing your job. Also describe the working conditions.

Frequency

- Constant - More than 80% (6 1/2 hours or more per 8 hour day)
- Very Frequent - 51-80% (4 1/2-6 hours per 8 hour day)
- Frequent - 21-50% (2 1/2-4 hours per 8 hour day)
- Occasional - 6-20% (1-2 hours per 8 hour day)
- Rare - 0-5% (Less than 1 hour per 8 hour day)

Importance

- 3 - Critical part of Job; can't be done any other way
- 2 - Important, but may be performed in some other way
- 1 - Not Critical; may be reassigned or not performed at all

Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X		3
Walking			X			3
Sitting		X				3
Lifting A. ___ 0 - 20 lbs. B. ___ 21- 50 lbs. C. ___ 50+ lbs.			X			2
					X	1
					X	1
Bending/Stooping					X	1
Pushing, Pulling, and/or Digging					X	1
Reaching over Head					X	1
Kneeling, Crawling					X	1
Climbing (ladders, stairs, hills)					X	1
Typing/CRT (attention to detail)	X					3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				2
Writing		X				2

In the spaces below, please note what kind of physical/mental activities are involved in performing your job. Also describe the working conditions.

- Frequency**
- More than 80% (6 1/2 hours or more per 8 hour day)
 - 51-80% (4 1/2-6 hours per 8 hour day)
 - 21-50% (2 1/2-4 hours per 8 hour day)
 - 6-20% (1-2 hours per 8 hour day)
 - 0-5% (Less than 1 hour per 8 hour day)
- Importance**
- 3 - Critical part of Job; can't be done any other way
 - 2 - Important, but may be performed in some other way
 - 1 - Not Critical; may be reassigned or not performed at all

Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather					X	1
Noxious Fumes					X	1
Chemicals					X	1
Insects					X	1
Heights, Confined Areas					X	1
Excessive Noise					X	1
Other					X	1
Monitoring/Operating Vehicles or Equipment Type?	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Motor vehicle						
General office equipment (computer, copier, fax, etc.)	X				X	2
						3

Supervisor Comments:

Judith O'Keefe
 Immediate Supervisor

11-14-17
 Date

J. Newcome
 Chief Information Officer

2017.11.21
 Date

Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

Title of Immediate Supervisor: Supervisor, Airline Operations – Waste Management

Pay Level: L10

POSITION SUMMARY: Responsible for the safe, efficient and effective receiving, containerizing, and removal of all international waste in compliance with regulatory standards. Responsible for monitoring and coordinating the pick-up of domestic trash compactors/open top containers. The employee must interact professionally and courteously with Greater Orlando Aviation Authority (GOAA) employees, subcontractors, and the public, as well as clearly understanding and interpreting GOAA, United States Department of Agriculture (USDA), and contractual rules, regulations, and specifications relating to regulated trash.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Receive, containerize, and arrange for the removal from GOAA premises of all regulated trash generated from international flights in accordance with USDA Regulations, GOAA policy and procedures, and contractually established schedules and procedures.
- Maintain thorough familiarity with USDA Regulations regarding the safe handling of and accounting for regulated trash processed by GOAA.
- Maintain accurate records in compliance with USDA requirements and with GOAA finance requirements associated with billing. Accurately monitor the location of each numbered container.
- Maintain sufficient inventory of empty regulated trash containers for distribution to customers.
- Monitor regulated trash on-site, coordinating removal within the USDA regulated time period. Order removal if needed outside of regularly scheduled pick-up.
- Advise supervisor, or in absence of supervisor, the USDA of improper regulated trash handling.
- Complete scheduled checks of all GOAA designated domestic compactors/open top containers, ordering 'pulls', complete and process associated documentation. Visually monitor recycle containers, and appropriately report any issues.
- Monitor compactors, verifying they have been run and that there are no jams or large items preventing the equipment from running. Clear jams or move large materials. Arrange for maintenance if required.
- Operate forklifts, weight scales, pallet jacks, motor vehicles, two-way radios and other devices deemed necessary to perform assigned duties. Monitor the disability lifts on the airfield, confirm they are plugged in and remain charged for use by the airlines.
- Confirm that all waste management equipment is in proper working order and/or notify the supervisor as appropriate, when repairs are required. Regularly check containers, trucks, etc. for holes, leaks or weak spots and report appropriately. Maintain the Waste Management Facility in a clean, safe condition.
- Perform necessary actions in order to prevent the introduction of Foreign Object Debris (FOD)
- Routinely interact with subcontractors, public, airline employees and supervisors in a professional, friendly manner.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or GED and two (2) years of similar manual labor work experience, or an equivalent combination of education, training and experience. Compliance experience preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Forklift and pallet jack operation
- Must be able to count, operate a calculator, read a digital scale readout, and maintain reports
- Must be able to interpret basic contract specifications
- Must be capable of properly operating field communication equipment and speaking clearly in English when operating such equipment
- Must be able to lift up to 50 lbs. unassisted and regularly push large stacked containers on wheels
- Good written and verbal communication skills
- Ability to plan, organize, prioritize and handle multiple tasks, with an ability to work independently and in a team setting

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Forklift Operator license upon hire or within 90 days of hire.
- USDA Regulated Garbage training within 3 days of hire and annually thereafter

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*


- Work under direct supervision with limited independence and judgement; make decisions that are within established guidelines and procedures in regards to conformance to USDA Regulated Trash procedures.
- Proactive/reactive abilities in regards to the safe execution of all assigned duties and responsibilities and the ability to solve routine problems

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:

 10/29/19

Immediate Supervisor Date

 10/17/19

Department Manager Date

 10/30/19

Department Assistant Director Date

 Nov 4, 2019

Department Director Date

 11-05-2019

Department Senior Director Date

 11-6-19

Sr. Director, HR & Risk Management Date

FLSA: Non-Exempt

Shift Premium: N/A

EEO Category: Service-Maintenance

Rotating Shift: N/A



Waste Management Agent

Department: Waste Management Services – Airline Division

Date: October 15, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing				X			3
Walking				X			3
Sitting					X		2
Lifting: 0 – 20 lbs				X			3
20 – 50 lbs				X			3
51+ lbs				X			3
Bending/Stooping				X			3
Pushing, Pulling and/or Digging				X*			3
Reaching over head					X		3
Kneeling, Crawling						X	1
Climbing (ladders, stairs, hills)				X			3
Typing/CRT (attention to detail)						X	1
Speaking & Hearing		X					3
Detailed Inspection/Reading/Editing					X		3
Writing					X		3
Working Conditions		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather				X			3
Noxious Fumes				X			3
Chemicals						X	3
Insects				X			3
Heights, Confined Areas			X				3
Excessive Noise					X		3
Equipment/Vehicles		Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle			X				3
General Office Equipment (Computer, Copier, Fax, etc.)			X			X	1
Communication Radio					X		3
Forklift			X				3
Pallet Jack				X			3
Weight Scale			X				3
SUPERVISOR COMMENTS:							
*Empty containers are on four wheels, and weigh 94 pounds. Contents may weigh an estimated average of 120 pounds. Agents regularly push and pull containers stacked three containers high, for short distances.							

Elle Carruth 10/29/19
Immediate Supervisor Date

Magg NOV 4, 2019
Department Director Date

Cathy Vance 11/5/19
Human Resources - Compensation Date

Wildlife Management Specialist

Department: Airfield Operations

Date: January 9, 2019

Title of Immediate Supervisor: Manager, Wildlife Program

Pay Level: L18

POSITION SUMMARY: Primary responsibility for prevention, control, mitigation and removal of wildlife hazards in and around the Air Operations Area (AOA) and airport property. Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Research, track, investigate, capture, handle and/or transport a wide variety of birds and animals. Assist Airfield Operations with the safe and efficient operation and security of the AOA and related areas. Provide wildlife training to Airfield Operations staff per FAA guidelines.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Monitor, study and record all wildlife activities on the AOA and airport property. Track and analyze the movement of resident and migratory wildlife species and offer sound wildlife management practices regarding AOA safety issues to the management. Prepare documentation and complete regulatory reports in accordance with various wildlife commissions and regulatory authorities.
- Conduct monitoring and assessment surveys and counts to determine relative abundance and population densities for a variety of wildlife species. Evaluate amount of dispersal and lethal removal for agency records.
- Assist in interpreting, planning, and implementing of the Wildlife Hazard Management Plan.
- Perform duties in compliance with GOAA's mandated Wildlife Management Program, as well as FAR 139.337 and all Federal Aviation Administration (FAA) wildlife Advisory Circulars. Recognize wildlife hazard attractants separation criteria for piston and turbine powered aircraft.
- Disperse various wildlife species from all areas of airport property including taxiways and runways. Evaluate methods for dispersal and use the appropriate method considering airline safety, recognition of protected species and related legal restrictions, etc. Dispersal may include the discharge of live ammunition and pyrotechnics.
- Communicate and coordinate intentions, actions and vehicle movements clearly and concisely with air traffic control.
- In the event of a wildlife strike to an aircraft, coordinate with the airline involved and participate in the process of inspecting runways and/or taxiways and gathering information as required by the FAA; provide identification expertise. Collect and preserve remains for forensic identification or regulatory purposes; prepare and ship specimen to Smithsonian Forensic Lab.
- Capture, handle, cage and transport animals including but not limited to alligators, snakes, feral cats, bobcats, birds of prey, bees, raccoons, etc.
- Communicate and coordinate with local wildlife rehabilitators, conservation associations, environmental groups and other non-government organizations to pursue best management practices with respect to wildlife mitigation and environmental preservation.
- Conduct pesticide applications for mosquito control including chemical loading and container disposal. Track pest complaints to determine proper application routes.
- Respond to calls regarding pests not addressed by the Authority's Pest Control contract. Determine whether wildlife staff or a contracted service should resolve. Coordinate arrangements with the appropriate contracted services maintaining the safety of customers and employees.
- Complete recurrent Wildlife Hazard Management Plan training once every 12 months.
- Assist with Airfield Operations as assigned, performing airfield escorts, runway and taxiway closures, perimeter and pavement inspections, building access, VIP arrivals, safety and security infractions, and monitoring and reporting illegal activity such as theft, trespassing and dumping. Recognize unsafe or illegal conditions and report as appropriate.
- Provide wildlife training to Airfield Operations per FAA guidelines.

- Interact with/escort contractors operating within airport property concerning applicable wildlife management regulations and general operations and safety practices.
- Participation in relevant groups and organizations.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Environmental Science, Wildlife Science, Biology, or related field and two (2) years wildlife management related experience, or an equivalent combination of related education, training and experience. Knowledge of wildlife habitat management specific to the state of Florida, FAR Part 139 and CFR 1540 and 1542, firearms and associated dispersal equipment preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Strong familiarity with FAR Part 139 with emphasis on 139.337, Advisory Circular 150 series, and CFR 1540 and 1542.
- Ability to operate in an active air operations area.
- Ability to accurately identify a variety of birds, mammals, fish, and reptile species.
- Strong familiarity with wildlife control procedures in an active air operations area.
- Knowledge of equipment used in wildlife hazards management (shotgun, pistol, gas cannons, etc.).
- Familiar with wildlife control permitting and associated agencies.
- Familiar with literature searches for relevant wildlife research
- Must be familiar with wildlife categorized as Threatened, Endangered, and Species of Special Concern.
- Must be capable of assisting with depredation of deer, hogs, and other wildlife.
- Must be capable of live trapping and safely releasing a variety of birds, mammals, reptiles including alligators and domestic animals (pets).
- Must be able to apply pesticide chemicals safely, in compliance with all rules, regulations, and laws.
- Must be capable of calculating area, volume and chemical concentrations for pesticide and herbicide applications.
- Strong familiarity with the use of communications equipment to include: cellular phone, two-way radio system, Global Positioning System (GPS), and VHF air-ground radio.
- Must be capable of lifting up to 50 pounds into a pickup type vehicle.
- Familiarity with Microsoft Office computer software programs.
- Must be capable of completing the automated Wildlife/Bird Report, and other automated reports as required.
- Must have strong verbal and written communication skills
- Must be able to work early mornings, late evenings, holidays and weekends, as determined by operational needs.

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- State of Florida, Department of Agriculture and Consumer Services Public Health Pest Control license upon hire or within six (6) months of hire

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Operates independently under general supervision and general direction, exercising sound judgment and discretion with respect to safety, time management, animal disposition and interaction with the public



Wildlife Management Specialist

Department: Airfield Operations

Date: January 9, 2019

In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance				
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way				
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way				
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all				
Occasional:	6-20% (1-2 hours per 8 hour day)					
Rare:	0-5% (Less than 1 hour per 8 hour day)					
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Standing			X			3
Walking			X			3
Sitting			X			3
Lifting: 0 – 20 lbs			X			3
20 – 50 lbs				X		3
51+ lbs					X	3
Bending/Stooping				X		2
Pushing, Pulling and/or Digging				X		3
Reaching over head				X		3
Kneeling, Crawling					X	2
Climbing (ladders, stairs, hills)				X		3
Typing/CRT (attention to detail)				X		3
Speaking & Hearing	X					3
Detailed Inspection/Reading/Editing		X				3
Writing				X		3
Vision requirements: must have at least 20/40 acuity in each eye with or without correction and 70 degrees peripheral in horizontal meridian in each eye.	X					3
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
Extreme Weather		X				3
Noxious Fumes			X			3
Chemicals				X		3
Insects			X			3
Heights, Confined Areas				X		3
Excessive Noise		X				3
Wildlife Removal		X				3
Must be able to work early mornings, late evenings, holidays and weekends, as determined by operational needs						3
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance
GOAA/Personal Vehicle		X				3
General Office Equipment (Computer, Copier, Fax, etc.)				X		3
Dispenser Equipment		X				3
Air-Ground Radio		X				3
Weapons Handling		X				3
SUPERVISOR COMMENTS:						

John P. McKey

Immediate Supervisor 1/16/19
Date

MAGIBB

Department Director JAN 23, 2019
Date

Cathy Krause

Human Resources - Compensation 1/23/19
Date