



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: AIRPORT PUBLIC AFFAIRS ASSISTANT

DEFINITION: Under general supervision, performs administrative, technical and professional duties pertaining to Airport Public Affairs.

REPORTS TO: Airport Public Affairs Officer

EXAMPLES OF DUTIES:

- Serves as a liaison on noise and other issues with the community, airport tenants, and other City staff;
- Responds to emergencies, newsworthy events and media inquiries;
- Coordinates and assists with special projects, events and programs requiring knowledge of community concerns and issues, FAA requirements and procedures;
- Supports compliance efforts with federal, state, county and local laws and regulations pertaining to airport operations and noise abatement;
- Helps ensure safety and efficiency in the use of airport facilities and services when providing tours and other public access;
- Represents the airport at community events, tradeshow, and national and regional committee meetings;
- Produces aviation-related literature, promotional materials, technical publications, and directories;
- Resolves problems, evaluates procedures and makes recommendations for public affairs issues;
- Assists with preparation and monitoring of the Public Affairs fiscal budget;
- Coordinates the activities, scheduling, recruitment and training of the Airport's Volunteers, Ambassadors and Tour Guides;
- Prepares reports and make presentations as needed for the Airport Advisory Commission, General Aviation Noise Committee, homeowner group meetings, community events, and airport-related groups;
- Assigns, directs, and reviews the work of subordinate personnel;
- May assist in evaluating, coordinating, and instructing staff training and development;
- May supervise the Public Information section of the Airport Public Affairs Division in the absence of the Airport Public Affairs Officer;
- Performs other duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Public Relations, or closely related field;

Two years of experience in public affairs/public information;

AIRPORT PUBLIC AFFAIRS ASSISTANT (Continued)

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis;

Ability to extensively use a personal computer, including word processing software;

Ability to deal tactfully and effectively with the public;

Ability to effectively communicate orally and in writing;

Ability to pass the airfield operations written and practical driving examinations;

Ability to pass required background checks;

Ability to comprehend written technical material relating to airport operations and noise abatement;

Willingness to work irregular hours, weekends, evenings and holidays as needed;

A valid motor vehicle operator's license.

HISTORY:

Established 09/06

Approval/Adoption Dates: 11/29/06 - Human Resources Department
11/29/06 - Civil Service Commission