

GRAYSON COUNTY

JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

	Date Posted: May 20, 2025 Closing Date: Open Until Filled
Position:	Administrative Assistant
Department	North Texas Regional Airport – Perrin Field
Salary/Hours:	Full Time (with full benefits) – 40 hours/week - \$58,000 annually OR Part Time (with retirement benefits only) – 20-29 hours/week - \$30.00/hour
Duties	<p>Under general supervision, performs various administrative duties and general ledger accounting, to assist and support the Executive Airport Director and Regional Mobility Board (RMA) in the promotion and operation of the North Texas Regional Airport – Perrin Field; to provide tenant-specific information and assistance; and to provide general information and assistance to the public.</p> <p>Essential duties and responsibilities:</p> <ul style="list-style-type: none"> • Perform administrative duties, which will include: sending/receiving emails, customer database management, and scheduling appointments and meetings. • Organize and maintain electronic filing systems; maintain records related to specific area of assignment. • Compose and/or proofread a wide variety of reports, letters and memoranda; compose correspondence related to assigned responsibilities. • Screen office and telephone callers; respond to complaints and requests for information; receive and route mail. • Maintain calendars and schedules of activities, meetings and various events; coordinate activities with other county departments, the public and other agencies as appropriate. • Prepare new leases, lease renewals and terminations at the director of the Airport Director. • Prepare and post electronic agendas for RMA Board Meetings. • Attend all RMA Board Meetings; record and transcribe minutes of RMA Board Meetings; prepare and send time-sensitive e-mailings to Board Members.

	<ul style="list-style-type: none"> • Provide assistance in monitoring of Airport statistics. • Assist Director in the preparation and coordination of various applications and grants. • Review, remit and code expenditures to the County Auditor's Office. • Maintain tenant list/rent roll. • Compile and maintain record of annual tenant insurance policies. • Maintain ongoing inventory of NTRA based aircraft. • Coordinate tenant invoicing with County Treasurer's Office. • Maintain a complete and accurate record of all maintenance work performed at the Airport. • Coordinate with Human Resources Department to ensure that RMA Board Members are properly bonded. • Ensure tenant compliance with Minimum Standards and lease terms, including but not limited to: insurance standards/collection of insurance certifications and calculation/notification of CPI adjustments to lease agreements.
Qualifications:	<p>Three to five years of increasingly responsible administrative experience. Knowledge of basic bookkeeping and/or accounting. Advanced experience working with MS Office products; specifically, Word, Excel and PowerPoint. Experience working in property leasing and management.</p> <p>Completion of High School or GED required. College degree or professional certification preferred.</p>
Requirements:	<p>Must pass pre-employment drug screen and background check. Must possess a valid Driver's License. Must obtain Notary certification.</p>
Benefits:	<ul style="list-style-type: none"> • Full-Time: Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plan. • Part-Time: Retirement plan.