AUBURN
Human Resources

Coord, Flight Operations

Job Description

JOB INFORMATION

Job Code	EG21
Job Description Title	Coord, Flight Operations
Pay Grade	AS09
Range Minimum	$43,910
33rd %	$51,230
Range Midpoint	$54,890
67th %	$58,550
Range Maximum	$65,870
Exemption Status	Non-Exempt
Approved Date:	10/30/2024 3:20:13 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

The Flight Operations Administrator executes the flight and business operations within the Department of Professional Flight and Aviation Maintenance by supporting the Director of Operations, the Director of Aviation Maintenance, and their administrative staff while coordinating with Flight Instruction, Dispatch, Scheduling, Testing/Records and Advising.

RESPONSIBILITIES

- Maintains efficient flight and business operations for the Department of Professional Flight and the business operations of Aviation Maintenance through the implementation, coordination, and administration of the Departments' information and communication needs between Dispatch, Scheduling , Flight Instruction, Maintenance and Testing/Records, Building Services, Maintenance, and Access
- Oversees financial transactions, including, but not limited to invoices/vendor vouchers, journal vouchers, direct charges, budget change orders, travel vouchers, error corrections, and purchase requisitions; reconciles purchasing cards; and prepares financial reports such as collection and accounts receivable reports for both the Department of Professional Flight and Aviation Maintenance.
- Administers the Department of Professional Flight's students and employees wellness program, which may include collaborating with the Director of the AU Medical Clinic and coordinating with the Director of Operations to ensure protocols and policies align with the most recent guidelines and recommendations of the Alabama Department of Public Health and the Centers for Disease Control.
- Assists the Department of Professional Flight and Aviation Maintenance with purchases and capital expenditures which may include preparing requisitions and purchase change orders, manual and electronic vendor vouchers ensuring that all required supporting documentation are accurate and complete and wire transfer payments have been received by vendor.
- Monitors student-related financial matters and issues by creating and modifying student billing; transmits monthly student flight account balances to Student Financial Services and requests credits, corrections, and adjustments on individual accounts as necessary.
- Collaborates with the Professional Flight Academic Advisor on incoming students, enrollment projections, course registrations, student flight blocks and flight instructors assignments and potential student issues.
- Coordinates with the Department of Professional Flight, Aircraft Maintenance, and School of Aviation staff on HR issues, which includes collaborating with others to process the Department's and Aviation Maintenance's timekeeping and payroll functions, advising and explaining HR/payroll/leave/benefit policies to the Director of Operations, and Department employees; advises and notifies School of Aviation's Business Services Coordinator of flight instructor pay rate increases; and maintains inventory of flight instructor documents
- Complies with all FAA rules and regulation and maintains current knowledge of FAA rules and regulations applicable to performance of job duties.

RESPONSIBILITIES

- Partners with the Veterans Resource Center to ensure accurate billing of VA student's flight benefits and understand the most current VA policies and guidelines.
- Administers the Flight Operations software by adding and updating users and user profiles, providing on-site support, conducting software training to new employees, and troubleshooting various portals and modules - such as student grading, mission and pilot logs, etc. Oversees the software's data for quality and integrity.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Associate's Degree	Business Administration or related field	and	3 years of	Experience in flight operations, flight school, or financial reporting. Experience in operations involving equipment, facilities, or personnel coordination and scheduling is desired. Must include administrative experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic accounting principles.	
Knowledge of financial and bookkeeping.	
Knowledge of Banner/Kronos.	
Knowledge of FERPA, FAA and TSA rules and regulations specific to a Part 141 flight program.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.