

**CITY COUNCIL  
COMMUNICATION:**

**ITEM \_\_\_\_\_**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**99-178**

**SYNOPSIS -**

**AGENDA:**

The Aviation Director has recommended the adoption of a new job specification, Airport Operations Assistant. This position, under the direction of the Airport Operations Administrator, will perform and coordinate activities of the Security Assistant staff and the access control system.

APRIL 26, 1999

**SUBJECT:**

NEW JOB  
SPECIFICATION-  
AIRPORT OPERATION  
ASSISTANT

**FISCAL IMPACT -**

Funds for this position are appropriated in the Fiscal Year 1998-1999 budget.

**TYPE:**

The position will be assigned to Salary Range 16 (\$23,951 - \$28,333) of the Municipal Employees Association (MEA) pay plan. This is the same salary range as the existing classification, which the new classification replaces.

RESOLUTION  
ORDINANCE

**RECEIVE/FILE**

**RECOMMENDATION -**

**SUBMITTED BY:**

**Receive and file new job specification of Airport Operations Assistant.**

WILLIAM STOWE  
HUMAN RESOURCES  
DIRECTOR

**BACKGROUND -**

The Aviation Director has an immediate need for a new job specification entitled Airport Operations Assistant. The existing classification, Senior Clerk, does not adequately reflect the duties and skills required of this position. This position's duties are at a para-professional level with the Airport Operations staff and include, but are not limited to, monitoring security alarm systems and responding to alarms, maintaining the access control system, compiling monthly flight schedules, and working with Airport tenants to coordinate maintenance and repair. The minimum

qualifications require high school graduation, some security or airport operations or related work experience, and some experience with personal computers and personal computer applications.

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