

Summary of Duties : Assists the Department of Airports management by setting up meeting facilities and providing services and transportation for visiting dignitaries and Airport officials; may supervise others assisting in such activities; and does related work.

Distinguishing Features : An Airport Aide performs a variety of personal services for the management staff of the Department of Airports and the Airports Commission. An employee of this class reports directly to a Deputy General Manager Airports, and may supervise employees assisting in providing these services. This class is distinguished from paraprofessional classes by the fact that an Airport Aide performs general assistance duties and this is not a trainee class.

Examples of Duties : Assists arriving or departing dignitaries at the Los Angeles International Airport; provides information, transportation, tours, lodging, and personal services for individuals conducting business with the Airport or the City of Los Angeles;

Assists Airports Commissioners by providing chauffeured transportation to and from Commission meetings upon request; coordinates the acquisition and placement of materials and equipment, and other items such as coffee and water for Commission meetings; personally picks up and delivers letters, messages or other written material communicated between management, staff and the Commission; provides limited liaison between the General Manager's office and other members of Department management;

Arranges for the preparation of rooms and other facilities for staff meetings and conferences as well as public meetings in connection with Department of Airport activities; arranges the gathering and placement of equipment such as chairs, audio-visual equipment, screens, tables, easels, maps, books or pamphlets, pens and tablets or other materials; obtains film, slides or other visual display materials and operates a 16MM movie projector or 35MM slide projector or view-graph machine as required by staff during such conferences or meetings; performs minor repairs on such equipment and coordinates the delivery or pick-up of undeveloped film; maintains a petty cash fund of approximately \$200.00 which is used to purchase lunches, snacks or coffee for the participants of the various meetings, and to pay for the maintenance, repair or replacement of miscellaneous equipment, including the maintenance, repair and upkeep of staff automobiles at private facilities;

Responsible for a pool of staff cars including the garaging, maintenance, repair, and use of the cars in the pool; determines whether needed repairs should be made by City personnel or by the automobile dealerships and may recommend on whether the cars should be replaced; checks pool cars in and out and maintains records in

connection with their use, such as mileage, fuel consumption, damage and repair; writes brief routine memoranda on needed or planned repair or replacement of departmental office machines and equipment and occasionally performs inventories of equipment for the department; is responsible for maintenance and repair of the mobile telephone of the General Manager and Deputy General Manager; and may supervise personnel assisting in performing the above activities.

Qualifications : A good knowledge of the physical layout and operation of the Los Angeles International Airport; a good knowledge of the services available to Airport patrons; a good knowledge of the organization and operations of the Department of Airports; a working knowledge of the operation of visual aids including 16MM motion picture projectors or 35MM slide projectors; the ability to meet and deal with the public in providing services and information; the ability to provide services to high-level dignitaries and officials; the ability to coordinate the use of a small pool of vehicles; the ability to coordinate the physical arrangement of meeting facilities; the ability to prepare brief memoranda on routine subjects; and the ability to communicate with small groups of Airport patrons.

Four years of experience in work involving direct public contact in the furnishing of services to patrons of the Department of Airports or similar City facility involving high public use of a commercial nature is required.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; a good hearing and speaking ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.