
Alabama State Port Authority Job Description

Job Title: **External Affairs Administrator**

Job Class: **Corp**

Job Code:

FLSA Status: **Non-Exempt**

Job Summary

Reporting to the Chief Policy Officer, this position is responsible for high level administrative support for the Port's external affairs functions as well as executive leadership.

Essential Functions

(Duties may not include all duties listed below, nor do the examples cover all of the duties which may be performed.)

1. Provides administrative and coordination support for the Port's external affairs activities, including engagement with elected officials, government agencies, board members, and other external stakeholders.
2. Assists with monitoring federal, state, and local policy developments and maintaining organized summaries, reference materials, and internal tracking related to external affairs activities.
3. Prepares and assembles briefing packets, background materials, correspondence, and talking points for meetings, events, and engagements involving external stakeholders.
4. Manages incoming calls and public-facing email platforms, responding when appropriate or directing inquiries to the appropriate department.
5. Coordinates scheduling, logistics, and meeting preparation for executive leadership, including meetings involving board members, elected officials, agency representatives, community partners, and other external stakeholders.
6. Provides administrative and logistical support for Port-hosted or Port-sponsored meetings, briefings, tours, events, and other public- or stakeholder-facing engagements.
7. Attends external meetings and functions on behalf of the Port, as needed, including board-related events and stakeholder engagements, providing logistical support, note-taking, and follow-up as appropriate.
8. Provides high-level administrative support to assigned executive leadership, proactively anticipating needs and prioritizing tasks to ensure efficient daily operations.
9. Manages executive calendars, including scheduling and coordination of meetings, the executive board room, conference rooms, and fleet vehicles.
10. Coordinates travel arrangements for executive leadership, including preparation of detailed itineraries and trip files, particularly for external meetings and engagements.



11. Prepares, drafts, and edits correspondence, memoranda, reports, and other documents on behalf of executive leadership related to external affairs activities.
12. Submits requisitions, purchase orders, and invoices for timely processing; assists with tracking expenses related to external affairs and executive activities, and performs other duties as assigned.
13. Performs other duties as assigned.

Supervisory Responsibility

This position has no supervisory responsibilities.

Minimum Required Education and Experience

	Minimum	Focus Areas
Education	Four Year College degree	Any discipline, but preference for Business or Public Administration
Experience	1 year	Office administration

Substitutions allowed for Education: Experience may substitute for education on a year-for-year basis.

Substitutions allowed for Experience: College coursework may be substituted for experience.

Minimum Required Knowledge:

Excellent verbal and written communication skills.

Excellent customer service skills.

Proficient in Microsoft Office Suite.

Excellent organizational skills and attention to detail.

Ability to work independently.

Basic understanding of clerical procedures and systems such as recordkeeping and filing.

Certification or Licensure Requirements

Valid driver's license.

Physical Requirements/ADA

Prolonged periods of sitting at a desk and working on a computer. Occasionally it requires standing and lifting up to 25 pounds.