



## **EXECUTIVE ADMINISTRATIVE ASSISTANT**

MidAmerica St. Louis Airport (BLV)

Created: June 7, 2024

Revised: N/A

Classification: Exempt

Status: Full Time

Salary range: \$45,000 - \$55,000

Reports to: Director of Engineering and Planning & Director of Finance

Supervises: N/A

### **Summary**

Under the supervision of the Director of Engineering and Planning and Finance, this position supports the Airport's Engineering and Planning and Finance Department. This position is responsible for performing a variety of administrative tasks related to procurement, contracts, general accounting, , data inputs, and all front office duties.

### **Essential Duties And Responsibilities:**

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Serve as the Disadvantaged Business Enterprise Liaison Officer (DBELO) for Airport with FAA. The DBELO is responsible for developing, implementing, and monitoring all aspects of the DBE program and ensuring that the Airport complies with all provision of 49 CFR Part 26. Tasks include: Gather and report statistical data and other information as required by FAA and Department of Transportation. Ensure that contracts and procurements are in compliance with mandatory 49CFR Part 26 policies by promoting the use of DBEs in federally assisted contracts.
2. Serve as the Airport Concession Disadvantaged Business Enterprise Liaison Officer (ACDBELO) for Airport with FAA. The ACDBELO is responsible for developing, implementing and monitoring the ACDBE program and ensuring that the BLV complies with all provision of 49 CFR Part 23. Tasks include: Gather and report statistical data and other information as required by FAA or Department of Transportation: reviews third party contracts and purchase requisitions for compliance with the program: plan and participate in ACDBE training seminars and etc.
3. Serve as the Title VI Coordinator
4. Operates and maintains the complete billing cycle: invoicing, accounts receivable, cash receipts, collections and/or account maintenance
5. Maintains cash receipts and disbursement journals

Assists in the following duties:

1. Assist with maintaining bid protest procedures; and issuing intent to award.
2. Assist with procurement of all service contracts for airport departments.
  - a. Consult with and assist departments in determining needs and developing solicitation documents including review and preparation of specifications. Issue solicitation documents, coordinate pre-bid meeting (when required), evaluate bids and procurements for compliance with specifications and standards, review or prepare tabulations, and make award determinations and/or recommendations. Perform total cost reviews.



3. Assist with preparing and administering contractor and engineering consultant contracts to ensure compliance with contract provisions.
4. Assist with preparing various contracting documents and procedures to include, but not be limited to, Scope of Work, Request for Qualification, Request for Proposal, Invitation for Bids, procurement, and construction contracts; consultant selection procedures; and consultant agreements in accordance with standard FAA, IDA, PBC, and St. Clair County policies and procedures, as applicable.
5. Assist with centralizing procurement – creating and maintaining Purchase Orders, managing/storing W9 and other tasks
6. Assist with coordinating with the PBC office on purchase order related issues to ensure quality, accuracy and timeliness of payment processing. Resolve invoice disputes.
7. Assist with review and process contractor and consultant Applications for Payment to ensure proper documentation is provided and to verify accuracy of requested payment.
8. Assist the Director of Engineering in the acquisition of outside engineering support for professional engineering services, design, construction, and construction services.
9. Assist in consultant and/or contractor selection reviews/interviews and preparation of consultant agreements or contracts, as required.
10. Assist in coordination of aspects of the planning and design phases of Airport projects.
11. Updates internal manuals, policies, and SOPs.
12. Assist with maintaining adequate file system relating to all purchasing areas including vendor files, source and catalog files and purchase order files. Perform annual review on the master vendor list.
13. Assist with administering, monitoring and audit the procurement card programs.
14. Assist with audit and review accounts payable invoices for accuracy, and processing for payment for County approval. This would include assisting with data entry for the purchasing module in the financial accounting system used by the Airport.
15. Assist with balancing fuels- transfer and adjustment
16. Processing fuel purchase and sales purchase on Gateway/Bizlink

#### **Knowledge and Abilities**

- Advanced knowledge of Microsoft Office Suite, specifically Excel
- Proficiency with Adobe Acrobat.
- Ability to effectively communicate, orally and written.
- Ability to establish and maintain effective working relationships and to work diplomatically with the public and internal clients.
- Knowledgeable of administrative procedures and preparation, filing systems, office machine operations, and Business English.
- Ability to exercise independent judgment with minimal direct supervision and maintain confidentiality.
- Must be a self-starter and team player.



- Requires a positive attitude and a service orientation in working with the public and internal clients.
- Must be accurate and have an attention to detail.
- Ability to adapt to the changing priorities of the Airport.
- Knowledge of office practices, procedures, and standard record keeping.

#### **Experience and Education Requirements**

- Bachelor's degree (business administration preferred but not required) or equivalent experience with one to ten years of work experience in administration, office procedures, etc. Position requires computer operations experience, including strong working knowledge of email, word processing, and spreadsheet applications (advanced knowledge of Microsoft Office suite and Adobe Acrobat).

#### **Special Requirements**

- Ability to pass a pre-employment drug screen.
- Ability to pass a background investigation to obtain unescorted Airport Identification/Access privileges.
- Must reside in St. Clair County, Illinois or attain residency within 6 months of employment.
- Work hours are 7:30 AM to 4:30 PM with one-hour lunch.

#### **We offer a competitive salary and benefits program that includes:**

- Medical/Dental Plans
- Prescription Drug Program
- Vision Plan
- Illinois Municipal Retirement Fund
- Flexible Spending Account
- Time-off Benefits

*\* St. Clair County requires non-residents, if appointed to an airport position, must establish residency within the limits of St Clair County, IL within six months.*

*\* St. Clair County is an Equal Opportunity Employer.*

*\* St. Clair County does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, and genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*

*\* St. Clair County is committed to complying with the Americans with Disabilities Act. If an applicant requests a reasonable accommodation for purposes of completing the job application process, the County reserves the right to require professional documentation to confirm the need for accommodation.*

**If interested in this position, submit your resume with cover letter via email to**

**[alice.tejada@flymidamerica.com](mailto:alice.tejada@flymidamerica.com).**

**NO PHONE CALLS, PLEASE.**