

**TBI Airport Management, Inc.  
Hollywood Burbank Airport**

**Job Description**

## **Administrative Assistant, Planning & Development**

**Reports to:** Director, Engineering and Project Delivery

**Status:** Non-exempt

**Pay:** \$35/hr.

**Schedule:** 9/80 Work Schedule (every other Friday off)

**General Description:**

Perform administration services in support of the Airport Planning, Engineering, and Noise and Environmental Department to maintain professional department operations.

**Essential Job Functions:**

Typical Tasks

- Perform computer associated clerical duties.
- Verify the accuracy, authenticity, and compliance of invoices before payment, including cross-referencing with purchase orders, receipts, and contracts, and ensuring correct amounts, line items, and payment terms.
- Assist with tracking grant expenditures and drawdowns.
- Assist with labor compliance reviews for construction projects.
- Department and project document control and maintenance.
- Schedule and attend department meetings, prepare agenda and minutes, as needed.
- Proof reading letters, staff reports, bid documents, etc.
- Maintain project status worksheet and project tracking spreadsheets.
- Prepare RTPs, check requests and process POs and invoices.
- Review list of open POs for renewal.
- Coordinate project advertising with newspapers and other publications.
- Ensure office machines are functioning properly.
- Order supplies for Planning, Engineering, and Noise and Environmental Department.
- Arrange travel for department personnel.
- Tasks are semi-routine and may be of several varieties and requires discretion and independent judgment.
- Requires checking with supervisor when needed.
- Coordinate security badging appointments for Contractor and Department personnel as an Authorized Signer.
- Distribution of mail (certified mail or FedEx) and email to various internal/external groups
- Perform other duties as assigned.

**Minimum Qualifications:**

Employment Standards

- Minimum 3 years of experience in an executive administrative and/or project controls role.

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

**Supplemental Information:**

Knowledge of:

- Microsoft Office Suite (Word, PowerPoint, Excel).
- Exceptional verbal and written communication skills.

Ability to:

- Perform job functions with minimal supervision.
- Work cohesively with all levels of management, all departments & co-workers as part of a team.
- Focus attention on details.
- Operate standard office equipment.
- Flexibility in schedule.
- Maintain integrity and discretion necessary to safeguard confidential information handled or obtained as regular part of the job.

**Interested applicants may apply by clicking the link below and completing the online assessments:**

<https://www.ondemandassessment.com/link/index/JB-KPH4FVT7W?u=137146&source=HBWebsite>