

**ASSISTANT OPERATIONS OFFICER
UNCLASSIFIED POSITION**

SALARY RANGE: **\$42,000 - \$50,000 commensurate with experience and qualifications.**

BASIC PURPOSE:

This position will report to and assist the Chief Operations Officer as assigned in the performance of detailed and confidential operations of the agency.

TYPICAL FUNCTIONS:

- Prepare requests for proposals (RFP) for obtaining price quotes; obtain bids and solicitations for goods and services that must be bid to the public for procurement within the \$50,000.00 threshold.
- Process all agency purchase order requests under \$50,000, change orders, requisitions and vendor payments in PeopleSoft
- Maintain office supplies and order as needed; make P/Card purchases for the agency; perform edits and reconcile with monthly bank statement
- Serve as Travel coordinator for the agency including prepare and file all Commissioner travel claims
- Make all deposits to agency funds and accounts; enter deposits and reconcile clearing account and submit F-11
- Receive and process all incoming checks, windsock and chart orders; schedule and maintain agency vehicles
- Update spreadsheets for all agency purchases, purchase orders, requisitions, vendor payments and deposits
- Collect approved leave requests and maintain account of leave accrual and use for staff and submit monthly leave reports to Office of Management and Enterprise Services (OMES) and staff
- Provide administrative support to the office staff by answer incoming calls and forward as needed; maintain office calendar; retrieve and distribute agency mail
- Maintain physical inventory of fixed assets, tagging new equipment; performing yearly audits of equipment and preparation of yearly reports to OMES and surplus old supplies and equipment as needed
- Maintain records sent for storage, transfer and categorization of agency records sent for storage or set for destruction after audit of records, per the Records Disposition Schedule and the OAC Records Schedule
- Assist COO in preparation and entry of agency's Budget Work Program, Budget Request, GAAP reports and serve as backup retirement, insurance coordinator and P/Card administrator
- Any other duties as assigned by the Director

- **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong computer skills including working in Excel
- Excellent written and verbal communication skills
- Experience working with the State of Oklahoma in procurement
- Knowledge of state and federal laws to ensure that the agency is in compliance

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Have Bachelor's degree in finance or accounting or equivalent, or 3 years of experience in purchasing, budgeting, or administrative operations with the State of Oklahoma
- Preference given for experience working in Oracle PeopleSoft applications and holding a State of Oklahoma Certified Procurement Officer (CPO) certification and knowledge of ePro
- Official transcript(s) required upon request

If you feel you meet these qualifications, you may submit a cover letter stating why you feel you are qualified, along with your resume electronically to:

**Jane Mitchell, Chief Operations Officer at: jmitchell@oac.ok.gov
Oklahoma Aeronautics Commission
(405) 604-6901**

The Commission is an Equal Opportunity Employer