



 Office of the County Administrator Vision, Innovation, Service

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Title: AIRPORT MANAGER

Posted: 08/04/10

Closing Date: Open Until Filled

Department: AIRPORT

Position: B00697

Request: R000001582

Hiring Range: \$74,000 - \$94,500

Max Salary: \$120,000

AIRPORT MANAGER

SUMMARY: Under general direction, performs experienced professional work in planning, developing and managing the operations of a County airport. This position will also involve supervising crafts and trades workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

1. Prepares, develops and administers plans for the development and expansion of the airport within federal, State and local guidelines.
2. Authorizes the use of the airport by the public. Coordinates and formulates leases with prospective tenants within the confines of the deed restrictions. Maintains records of leases and the collection of revenue. Ensures compliance with the Airport's Minimum Standards, Rules and regulations and Security Program.
3. Communicates with tenants and the general public, discussing airport operations and replying to inquiries and complaints.
4. Plans, assigns and supervises the work of airport staff . Ensures that the physical plant facilities at the airport is are maintained in good operating condition, in accordance with Federal standards.

5. Monitors the daily operations of the airport; which includes, the condition of the runways, facilities, equipment, and the use of flight patterns and ensures that any substandard conditions are corrected.
6. Oversees and coordinates the Airport's "Noise Abatement Program,"
7. Researches grant funding sources and applies for grant funds to modify and expand the airport.
8. Attends meetings and serves as liaison with other County agencies and outside organizations whose functions interrelate with those of the airport; such as, the Federal Aviation Administration, the Florida Department of Transportation, the local advisory board and other airports.
9. Monitors the safety conditions at the airport, especially in relation to flight activity, ground operations and their use by the public.
10. Maintains current information on Federal Communications Commission and Federal Aviation Administration regulations regarding airports.
11. Prepares annual operational and capital development budget and controls expenditures and revenue.
12. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Thorough knowledge of management practices and techniques.
2. Thorough knowledge of facility management and operational procedures.
3. Thorough knowledge of facility and land leasing practices.
4. Good knowledge of planning for use of a facility.
5. Good knowledge of federal and State grant application.
6. Some knowledge of federal regulations governing airport operations.
7. Some knowledge of federal, State, County and local laws, rules and regulations governing the use of airport facilities and airport maintenance.
8. Ability to manage the operations of a large facility.
9. Ability to plan and implement objectives for a County airport.
10. Ability to resolve problems and complaints.
11. Ability to locate and apply for grant funding.
12. Ability to prepare budgets, control expenditures and maintain records and accounts.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to establish and maintain effective working relationships.
15. Supervisory ability.

EDUCATION and/or EXPERIENCE:

1. Graduation from an accredited college or university with a Bachelor's degree in Airport Management, Public or Business Administration or a closely related field
2. Three (3) years of experience managing the operations of a large facility
3. Experience in airport management or operations is required.
4. AAE accreditation or ability to obtain such accreditation within 3 years desired.

Additional qualifying education or experience which provides the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

AAE accreditation or ability to obtain such accreditation within 3 years desired.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to sit for long periods of time
- Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.
- Ability to lift, stoop, bend and reach items as needed.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.
Involves frequent interaction with people.

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