

MAJOR FUNCTION

This is responsible managerial work directing the operation, maintenance and security of the City's international airport. Work involves responsibility for the efficient and economical management, operation and maintenance of the airport and coordination of airport activities with federal and state agencies. Work is performed under the administrative direction of an Assistant City Manager and considerable independent judgment, discretion and initiative is exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, and instructs all divisions and personnel within the Aviation Department. Directs the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to an Assistant City Manager. Inspects work performed within the Aviation Department. Coordinates work activities and programs of the department with other City programs and projects. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Prepares reports, correspondence and grant requests. Responds to inquires from media, public and others. Promotes the facilities of the airport to tourists, citizens and community organizations and seeks opportunities for continued development within the City's vision for the airport. Assures that contractual obligations with renters are met. Monitors airport contracts for professional services. Assures that construction projects are completed within budget, in a timely and quality manner. Develops quality and productivity improvement capabilities to improve services and effectiveness. Conducts staff meetings. Addresses public and other groups. Ensures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Coordinates work activities, programs and projects that are under the auspices of the FAA. Hires, transfers, promotes, resolves grievances, disciplines and dismisses employees. Conducts performance evaluations and approves or denies merit increases. Performs related work as required.

Other Important Duties

Investigates and adjusts personnel problems that may arise from time to time. Attends and participates in conferences and meetings of department directors, the City Commission and others. Perform related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of principles and practices of all Federal Aviation Regulations (FAR) procedures and requirements. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of airport operations. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, and organize airport programs and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to airport programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present long-range airport plans and programs. Ability to prepare clear and concise reports. Ability to communicate effectively, orally and in writing. Possess management styles and values which are consistent with the City's values and goals. Demonstrates interpersonal facilitation and

communications skills. Skill in the use of personal computers and associated programs and applications necessary to successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in airport management, public or business administration or a related field and seven years of administrative and managerial experience, three of which must have included airport facilities administration and management, and at least one of the following: long range airport planning, airport marketing, and contracts negotiations and administration; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

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