

DEFINITION:

Under administrative direction, manage airport operation, maintenance, and business management functions. Responsible and accountable for the safety, planning, budgeting, staffing, property management, and operation of the City's two airports.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Airports Manager include, but are not limited to, the following:

1. Plan, organize, and direct all airport activities, including physical plant, personnel, and the negotiation and administration of leases and permits.

Measures: Safety, efficiency, cost effectiveness, and positive revenue.

2. Ensure safety; oversee, through other supervisors, airport security and crash-fire-rescue forces. Assure training programs.

Measures: Zero injury rate and minimal regulatory response times are met.

3. Prepare and recommend budget and cost estimates for airport operations, capital programs, and administration.

Measures: Timely and accurate completion of a balanced departmental budget. Airports operations and maintenance activities are operating efficiently within the approved budget.

4. Develop, recommend, and implement approved policies, procedures, rules, and regulations for all airport activities.

Measures: Conformance by tenants and other users resulting in the absence of adversarial relationships and complaints through city management and elected and appointed bodies.

5. Responsible for the supervision of operations, administrative, maintenance, and janitorial personnel.

Measures: Safety and regulatory standards and requirements are met and all formal inspections are passed. The required paperwork associated with Airports operation is generated in a timely manner; facilities are maintained with minimal repair and downtime and are kept in good appearance.

6. Plan, recommend, and implement capital improvement projects to allow for the orderly expansion of airport facilities. Prepare supporting documentation and coordinate paperwork with appropriate governmental agencies; coordinate with design and construction personnel through project completion.

Measures: Facility improvements meet needs dictated by growth factors and by existing facility deterioration factors. Projects are completed safely, on time, within budget and within dictates of policy and regulations.

7. Conduct negotiations and oversee the preparation of leases, concession agreements, and other contractual documents.

Measures: Available space is occupied; tenants and permittees receive fair and equitable treatment regarding compliance requirements and Airport support; rates and fees are reviewed on a systematic and timely basis; Airports accounts receivable are within acceptable practices and limits; operating revenues exceed operating expenses.

8. Interact with Federal, State, and City officials concerning project grant and loan processing.

Measures: Maximum eligible grants and loans are obtained; they are obtained within expected time frames and without preparation, processing or clerical error.

9. Recommend and implement changes in codes, ordinances, rules, and regulations to resolve issues and improve operation and procedures.

Measures: Improved operations, higher efficiencies, and reduction of problem areas.

10. Establish coordination with all applicable City departments to effect the needed two-way support to insure success of airport operations.

Measures: On-going professional and healthy inter-department regulations. Airports meet goals and expectations of City and traveling public.

11. Prepare agenda, schedule, and attend all Airports Commission meetings, and provide primary staff support for same.

Measures: Airports Commission and public is kept well informed on Airport matters. Airports Commission receives necessary support to answer questions and address concerns in public's behalf. Airports Commission and Airport management enjoy very high acceptance and passage rate of items sent before City Council.

12. Perform other related duties as assigned.

Measures: Responsiveness, flexibility, and acceptable support of City Management.

QUALIFICATIONS:

Knowledge of:

Principles and practices of airport management from both the operation and business perspective; local, Federal and State rules and regulations governing airport operations; airport leasing principles and practices; budget preparation and administration; and effective supervisory principles and practices.

Ability to:

Interact effectively with the public, airport tenants and users, elected and appointed officials and City employees. Make sound, effective decisions; prioritize Airports operations in a manner that ensures safety, efficiency, and sound economics; communicate clearly, both orally and in writing; demonstrate an inherent understanding of safety first; organize, direct, and coordinate activities of both a municipal and general aviation airport to include developing long term plans, programs, and policies; address financial, technical, administrative, and personnel problems.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelors degree from an accredited college, university, or equivalent, with course work in Business, Public Administration or a related field with supplemental course work in airport management.

Experience:

Typical experience would include a minimum of seven years of progressive relevant experience in airport management and/or operations at a FAR Part 139 certified airport; four years must have been in a supervisory capacity.

Special Requirements:

Possession of a valid California driver's license, or the ability to acquire one within ten days of appointment.