

ASSISTANT AIRPORT MANAGER

GENERAL STATEMENT OF DUTIES:

This is an administrative position, responsible for assisting the Airport Manager in the management and operation of the airport. This position is hired by the Airport Manager, and reports to the Airport Manager.

In the absence of the Airport Manager, the Assistant Airport Manager assumes responsibility for the entire facility - Aeronautical Code 259.133.

SUPERVISION EXERCISED:

Responsible for the supervision of airport personnel as directed by the Airport Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsibilities may include:

1. Assists Airport Manager with day-to-day administration of all airport activities.
2. Coordinates with all supervisors to ensure safe and efficient operation of the airport.
3. Coordinates activities between Administration, Department Supervisors and Federal Aviation Administration, and all airport tenants, and keeps the Airport Manager informed.
4. Assists in development and implementation of marketing and public relations activities; promotion of the airport including public presentations.
5. Assists in the preparation of the annual budget and compliance with the budget.
6. Assists in the negotiations and administering of leases with tenants.
7. Assists in the preparation of project requests for state and federal funds, and subsequently monitors the resulting projects to ensure coordination with contractors, engineers, tenants and users, and compliance with project requirements and budgetary considerations.
8. Works with federal, state, and local officials in compliance of regulations applicable to the airport.
9. Prepares for, and is a member of the negotiation team for union contracts.
10. Assists Airport Manager in supervising financial activities and prepares reports as requested by Airport Manager.
11. Responsible for purchasing procedures as assigned by the Airport Manager.
12. Assists in performing the duties of Airport Manager as assigned by the Airport Manager.
13. Performs the responsibilities and duties that are assigned him/her by the Airport Manager, which will include 24-hour on-call duty. When on "call duty", or as assigned by the Airport Manager, will need to make decisions for administrative procedures as well as field operation procedures.
14. Prepares or oversees the preparation of and ensures compliance with Airport Security Program and Federal 139 Certification Manual.
15. Assists in the administration of Height Zoning Ordinances.
16. Assists in command of emergency situations, or in the absence of the Airport Manager, will command emergency situations.
17. Monitors compliance of the leases with tenants.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

18. Monitors airfield projects to ensure coordination with contractors, engineers, tenants and users, and compliance with project airfield/terminal activities.
19. Monitors and ensures compliance with storm water regulations. May be required to meet requirements of Storm Water Inspector for airport.
20. Assists with personnel matters as directed.

This job description is to be used as a guide for accomplishing organizational and departmental activities, and covers only the primary functions and responsibilities of this position. It is in no way to be construed as an all-encompassing list of duties.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Graduation from a college or university with a major in business administration, finance, marketing, or other field appropriate to airport management; or a combination of education, training, and work experience that demonstrates an ability to meet the requirements of this job is desirable.
2. Demonstrated management, financial, marketing and administrative capability.
3. Minimum of five (5) years of progressively responsible experience in airport management at an air carrier airport, with a thorough knowledge of the laws, rules and regulations relating to the operation, security and safety of airport facilities and grounds, persons, aircraft, and vehicles.
4. Certification as an Accredited Airport Executive with the American Association of Airport Executives is desirable, but not required.