

Airport Director

Category: Exempt

Pay Grade: MS14

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible professional, administrative, and supervisory work planning, organizing, and directing the operation, construction, and maintenance of the Natchez-Adams County Airport; oversees air terminal facilities, runways, and surrounding grounds at the Natchez-Adams County Airport and for the leasing of airport property; plans, directs, and supervises staff to ensure compliance with highest industry standards and prescribed rules and regulations governing the operation of the airport; represents the airport to the public and airport tenants and visitors.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Formulates plans, assigns, directs, and supervises all of the activities and personnel of the airport and administers safe operation, construction, maintenance, and protection of operational areas at the Natchez-Adams County Airport;
- Makes periodic inspections of airport facilities to determine maintenance requirements and adherence to rules and regulations;
- Maintains close liaison with the Federal Aviation Administration (FAA) which governs aviation safety and airport grants and with other federal, state, and local representatives on airport matters;
- Supervises staff of management, professional, technical, trades, labor, and clerical employees;
- Directs tenants and employees engaged in fueling and parking incoming aircraft, registration of aircraft movements, and collection of aircraft operational fees, in the cleanliness and maintenance of the runways and the air terminal facilities, and in providing information to the public;
- Directs the negotiations of leases for building rentals, ground space, and concessions for board approval;
- Consults with administrative personnel, contractors, engineers, and airport tenants, on proposed construction, repair, and new installations and makes recommendations for

modifications or additions to existing installations or facilities and plans long-term development;

- Directs and coordinates law enforcement, airline security, and Aircraft Rescue and Fire Fighting activities in accordance with airport ordinances and federal, state, and County laws and regulations;
- Conducts correspondence with tenants pertaining to maintenance of facilities, questions about leases, and other matters, interprets lease agreements, or refers more difficult problems to an attorney for interpretation;
- Supervises accounting of airport revenues and expenditures and submits annual operating and construction budgets to the County Administrator;
- Directs and participates in the development and administration of the departmental budget and prepares reports and recommendations concerning budgetary, staffing requirements, proposed policies, and projects;
- Manages airport properties and develops long-range recommendations regarding proposed development and property utilization;
- Directs the preparation of applications for federal and state grants and administers and evaluates grant programs;
- Coordinates all business including meeting agendas, correspondence, and reports to the County Administrator;
- Proposes rules, fees, and policies to the County Administrator pertaining to the airport;
- Plans, organizes, and directs the operations of a commercial airport through subordinate managers or supervisors, reviews recommendations and actions of subordinates, and solves department problems;
- Effectively presents in writing and orally, airport procedures and issues with clarity and diplomacy to the County Administrator, Adams County Board of Supervisors, other elected officials, and various community groups;
- Interviews, selects, and develops both management and professional staff involved in airport administration, operations, marketing, property management, and aviation planning;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in airport management, business administration, management, public administration, aviation or airport management, or a related field and five (5) years of professional experience in the management and operations of civil aviation facilities with the proven ability to lead and mentor staff or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Driver's License or Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of federal, state, and local laws that govern commercial airport activities;
- Knowledge of property management policies and regulations, lease negotiations, and compliance;
- Knowledge of federal and state grant programs related to the development of aviation and transportation facilities;
- Knowledge of the principles and practices of professional airport operations and its facilities management;
- Knowledge of the principles, practices, and procedures of public and business administration as applied in a large organization;
- Ability to develop and establish procedures associated with operating an international airport facility, including administration, operations, business development for commercial air service, property management, and economic development;
- Ability to maintain working relationships with industry leaders including commercial airline and corporate aviation executives, private business operators, real estate developers, and others;
- Ability to set goals and objectives for management and professional staff, direct their activities, and monitor progress within their respective areas;
- Ability to implement capital improvement plans and major construction projects.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.