

**MAJOR FUNCTION**

This is responsible managerial and professional work assisting in directing the commercial development and operations of the Department of Aviation. This work involves responsibility, as assigned by the director, for general supervision of designated divisions and/or functions. An employee in this class has on-going contact with the public, media, officials of county, state and federal organizations, and contracted service providers. Considerable independence judgment, discretion, and initiative are exercised by an employee in this class. Work is performed under the administrative direction of the Director-Airport and is reviewed through conferences, reports, observations, and evaluation of completed projects.

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

Assists the Director of Aviation in all essential duties. Assists in planning, organizing and directing activities, including the general supervision of assigned divisions of the Aviation Department. Responsible for air service development including commercial, general aviation, fixed based operation and cargo; airport marketing and communications; and commercial development for airport terminal and airside concessions and real estate. Directs public affairs management including intergovernmental, community and media relations. Assists in the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to the department director. 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. Directs staff in responding to inquiries 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 tenants are met. Monitors airport contracts for professional and contractual services. Assists in the development in the quality and productivity improvement capabilities to improve services and effectiveness. Attends meetings and makes presentations to the City Commission, public, community groups, other groups and public officials. Prepares and/or reviews Commission agenda items. Possesses the director's signatory authority and manages the Aviation Department in the absence of the Director of Aviation. Recommends the selection, advancement, grievance resolution, discipline and dismissal of subordinates. Evaluates employee performance and recommends merit increases. Ensures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Performs related work as required.

**Other Important Duties**

Serves on various committees as the Aviation Department's representative. Coordinates other activities and manages special projects as assigned by the Director of Aviation. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of principles, practices, procedures and requirements as applied to areas of responsibility. Thorough knowledge of personnel policies, procurement policies and processes, finance, accounting, planning, development, grants, and the ability to apply them in a commercial airport environment. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, and organize programs and activities. Ability to prepare written technical reports, and estimates. 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 communicate effectively, orally and in writing. Possess management styles and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communications skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, accounting, finance, business or public administration, or a related field and six years of professional and administrative experience in aviation management, finance, accounting, or administration. Three years of the required experience must have been in a supervisory capacity in an airport environment.

Necessary Special Requirement

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.

Note: Prefer applicants with experience in commercial airport management and administration.

Established: 02-01-98  
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