

Date Established:

County of Humboldt Job Specification
AIRPORT OPERATIONS MANAGER
Classification 0617
FLSA: Exempt



DEFINITION

Under general direction, plans, organizes, manages and oversees the daily operations, facilities maintenance, and security functions of the Aviation Department; provides direction and supervision to airport maintenance and operations staff; manages and administers policies and procedures for lease of airport facilities; serves as a professional and technical resources to the Director of Aviation; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Aviation. Exercises direct supervision over supervisory and technical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the operations and maintenance of the County's commercial and general aviation airports. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include assisting the Director with developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Manages, oversees, and coordinates the day-to-day activities, functions and staff of department programs and activities including the maintenance and operation of airport facilities and infrastructure, administration of contracts for lease of airport facilities, and customer and public relations.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within department policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of department budget.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures;

assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Inspects and monitors airport facilities and grounds to prevent hazardous conditions and ensure compliance with Federal Aviation Administration and Transportation Security Administration rules and regulations.
- Develops and administers airport leases, licenses and agreements; prepares recommendations for Director's review; develops and processes contracts, and monitors compliance with airport lease terms.
- Recommends rental rates and user fees for airport properties, facilities, and other activities.
- Evaluates requests for property improvements; reviews possible restrictions on future use and integration with Airport Master Plan; and prepares recommendations for director's review.
- Prepares and solicits Requests for Proposals and processes bid specifications on properties and vendors; evaluates proposals; and prepares recommendations for director review.
- Schedules, coordinates and evaluates proposed remodeling and repairs on tenant property; inspects buildings; determines maintenance priorities; and projects long term needs.
- Coordinates airport operations and maintenance with other County departments and outside public and private agencies.
- Performs related duties as assigned.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Methods of administrative problem solving and the implementation of effective solutions.
- Applicable federal, state and local laws, rules, regulations, and ordinances relevant to the assigned areas of responsibility including airport management, operations, safety and security.
- Public agency budget development and Countywide administrative practices related to the functions assigned.
- Principles and practices of contract preparation, negotiation and administration including the development of procedures to assure compliance and conformity within the terms of the contract.

- Principles and practices of airport operations management, community relations, aviation industry standards, policies, and rules.
- Principles of project management and planning.
- Business development, property management, facilities maintenance, and noise abatement requirements and procedures.
- Principles and techniques of marketing, public relations, and community relations relative to airport services and operations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the County's Department of Aviation staff.
- Analyze and evaluate complex financial, budgeting and administrative problems, and develop, recommend, and implement effective solutions.
- Direct the formulation, implementation and interpretation of administrative, budget, personnel, real property, fleet, and facilities policies and procedures.
- Develop short-term and long-range plans to anticipate service needs for the County.
- Direct implementation of information technology solutions that will improve business practices.
- Develop and recommend effective courses of action to satisfy customer needs.
- Prepare budgets, monitor expenditures and revenues, and identify and effectively utilize all available resources.
- Ensure conformance with applicable laws and regulations governing the business of the Department; make difficult decisions and award contracts impartially and objectively.
- Coordinate departmental services with County departments and public/private agencies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in aviation, public administration, management, facilities/construction management, or a closely related field.

and

Three (3) years of responsible experience in airport operations at a Part 139 Airport, which included responsibility for compliance with Federal Aviation Regulation (FAR) Part 139. Responsibility for contracts, budget administration, and employee supervision preferred, but not required.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a certification through the American Association of Airport Executives (AAAE) as an Accredited Airport Executive (AAE) or Certified Member (C.M.), is desirable, but not required.

PHYSICAL DEMANDS

When assigned to an office environment:

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When assigned to work in the field:

- Mobility to work in changing site conditions; ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

- Strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various County sites.
- Vision to inspect site conditions and work in progress.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

ENVIRONMENTAL CONDITIONS

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to attend meetings outside of regular working hours.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).