



JOB DESCRIPTION

Assistant Airport Director

Date Prepared: July 2014

SUMMARY: Under administrative direction, this position performs skilled administrative management of the Airport Division; plans, directs, and coordinates activities concerned with all aspects of Airport operation; and performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Manage all airport staff; train and monitor staff; conduct disciplinary actions, as warranted; promote teambuilding; adhere to safety standards; ensure staff provides superior customer service.
- Manage airport operations, including security, facilities, environmental compliance, parking, ground transportation and general aviation programs.
- Enforce applicable regulations pertaining to flying, airport operations, and public safety; inspect equipment, grounds, and facilities for proper maintenance, needed repairs, and improvements.
- Prepare and administer the airport operation and capital improvement budgets; negotiate contracts for airport improvement, maintenance, and repair.
- Prepare and maintain required reports and records for submittal to federal, state, and local agencies.
- Research and prepare program and/or grant applications for state and federal funding of airport improvements and maintenance projects; promote and plan for maximum utilization and growth of the airport.
- Manage the maintenance and repair of aircraft hangars, buildings, tie-down spaces, airfield pavement, navigational aids, lighting systems, and private roads.
- Manage the Airport Environmental Compliance Program, including storm water permit and best management practices, wildlife management and the Noise Outreach Program.
- Manage the Airport General Aviation Program; administer and enforce aircraft hangar and facility lease agreements, oversee invoicing of airport user fees.
- Serve as the primary liaison with the FAA in compliance with FAR Part 139; coordinate the preparation of the Airport Capital Improvement Plan; prepare grant applications; airport plans, coordinate and administer operating and capital budgets.
- Serve as a liaison to various regulatory agencies; serve as the Airport Security Coordinator; primary airport contact with public agencies, tenants, and the public regarding airport security matters; manage the airport security badging program.
- Utilize computer software programs competently.
- Supports the relationship between the City of Victorville and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public, tenants, and City staff; maintains confidentiality of work-related issues and City information; performs other duties, as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Aviation Management, Business Management or related field; a minimum of five years of experience in the operations and management of an airport; AND significant experience that can be demonstrated in working with State and Federal Grant programs, especially those associated with the Federal Aviation Administration.

Knowledge of:

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of grants administration.
- FAA standards in FAR Part 139.
- Airport rules and regulations.
- Operations Standard Operating Procedures (SOPs).
- FAA Advisory Circulars.
- Airport Certification Manual.
- Principles and practices of airport planning.
- Principles and practices of airport maintenance.
- Principles and practices of airport security.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion and judgment within established procedures guidelines and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interpreting and applying City, state and federal policies, laws and regulations.
- Managing staff; delegating tasks and authority; and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with City Manager, Assistant City Manager, department heads, managers, supervisors, employees, tenants, vendors, contractors, utility providers, external public and private agencies/organizations and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid California Class "C" Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Incumbent may be required to visit job sites. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and may be required to attend night meetings after regular working hours, and be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.