



Airport Director

Class code: 01104

Employee Group: Management/Confidential

FLSA: Exempt

Salary Band: 19

I. Position Summary

Plans, organizes and directs the County's airport operations including airport functions, plans, operations and staffing.

II. Supervision Received and Exercised

The Airport Director works under the administrative direction of the County Administrator and acts as a supervisor to various classifications, and oversight of contracted operations.

III. Examples of Essential Position Duties

- Directs department operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.
- Provides managerial leadership and selects, supervises and evaluates staff. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other confidential personnel matters. Provides training and motivation to make full use of individual capabilities and to meet changing system demands.
- Provides for airport management on-call seven days a week for a variety of events including, but not limited to, crashes, accidents, declared emergencies, terrorist acts or threats, federal aviation administration or transportation security administration alerts or directives, medical or police incidents, VIP or political events, and media events.
- Determines and plans current and potential program needs, make recommendations for present and future development and expansion of the facilities; coordinates with and apply to proper Federal, State and local agencies for finance assistance for airport development and improvements.
- Promotes economic development and business expansion at the airport and immediate environs; works with airlines to expand service.
- Initiates and conducts negotiation with airlines and prospective tenants and users of the airport facilities; directs the enforcement of contracts, leases, agreements, land acquisition, construction and related activities; optimizes revenues for airport by establishing new commercial enterprises.
- Establishes policies, procedures, and performance standards to assure the efficient and effective provision of airport operations are in compliance with County standards, as well as Federal Aviation Administration, Transportation Security Administration and other agency regulations.
- Manages required police and fire operations at the airport either directly or through contracts.
- Manages the airport commercial park development and foreign trade zone.
- Prepares the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
- Provides planning leadership and direction and develops short- and long-range plans, goals, and objectives for airport operations. Remains current on developments in the field. Coordinates department services with other departments and governmental agencies.
- Represents the County in conferences with the Federal Aviation Administration, State Department of Transportation, Council of Governments and other aviation and government related entities.

- Directs the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries or service complaints.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Thorough knowledge of practices, principles, and procedures of airport management, Federal Aviation Administration, Transportation Security Administration, Occupational Safety and Health Administration, Environmental Protection Agency and other regulations for a commercial aviation facility.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of principles and practices of governmental fiscal management, including budget preparation, grant writing, expenditure control, and recordkeeping.
- Knowledge of public contract and funding application procedures and contract negotiations.
- Knowledge of engineering design of roads, runways, taxiways, fuel installations, hangars, power systems, water systems and other utilities.
- Knowledge of federal grant assurances.
- Knowledge of flight zoning, aviation easements, leases, fire codes and environmental laws that apply to airports.
- Knowledge of concession operations such as restaurant, liquor, car rental parking and phones.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules and evaluating the work of subordinates.
- Ability to develop departmental goals and objectives and to conduct and implement planning activities.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

V. Minimum Requirements (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Bachelor's degree in Business, Aviation Administration or related field AND seven years of executive, professional level airport management experience; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver’s License with an acceptable driving record. Accredited Airport Executive (A.A.E.), American Association of Airport Executives preferred. Federal security clearance, for receiving classified information or the ability to obtain one within six months of date of hire.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Requires driving and travel.

Working Environments

Work is performed both in the office and in the field with exposure to varying weather conditions, traffic, and hazardous conditions at work sites. May include exposure to moving mechanical parts, electrical currents, vibration, fumes, odors, dusts, poor ventilation, chemicals, blood and other body fluids, extreme temperatures, inadequate lighting, work space that restricts movements, intense noise, dust and disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels, threat levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 7/18