

AIRPORT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and managerial position responsible for all airport activities. The incumbent interacts with a wide variety of federal and local officials, various organizations and airport users in operating the Airport in a safe and efficient manner and in promoting its use and development. In addition, the incumbent has overall responsibility for construction projects, maintenance and fueling activities, Aircraft Rescue and Fire Fighting operations and other internal activities. General direction is received from the Commissioner of Public Works. Supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Interacts with the various branches of the Federal Aviation Administration (i.e. Security, Certification and Safety, Flight Standards, Airports and other divisions) to ensure the airport complies with all standards and to obtain maximum funding;
2. Interacts with the administration of the department to coordinate activities and needs, and to formulate policy and direction;
3. Interacts with other county departments including County Attorney, Finance, Comptroller, Central Services and Personnel in coordinating Airport administrative requirements;
4. Directs and participates in Aircraft Rescue and Fire Fighting operations, including interacting with local emergency service agencies, to coordinate overall response to emergencies;
5. Supervises the preparation and administration of leases and permits;
6. Maintains proper relations with airport tenants including addressing problems and keeping tenants informed of regulations and operating procedures;
7. Promotes the Airport as a business asset through community involvement, promotions and special activities;
8. Oversees the keeping of financial records, the generation of financial reports and the annual budget for the division;
9. Plans and oversees major maintenance projects and approves regular maintenance and operational schedules and procedures;
10. Does related work as required.

AIRPORT DIRECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the field of airport management including all related Federal Aviation Administration regulations and requirements; thorough knowledge of the principles, practices, tools and materials used in the maintenance and repair of airport buildings, facilities and grounds; thorough knowledge of Aircraft Rescue and Fire Fighting procedures; good knowledge of grant administration; ability to establish effective working relationships with a wide variety of organizations and individuals; ability to communicate effectively, both orally and in writing; ability to administer employment contracts and to effectively evaluate employees; initiative; resourcefulness; tact and courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Public Administration or a related field and three (3) years of experience in airport management and/or operations;
- OR: (B) Graduation from a regionally accredited or New York registered college or university with a Bachelor's degree in Business Administration, Public Administration or a related field and four (4) years of experience in airport management and/or operations;
- OR: (C) Graduation from high school or possession of an equivalency diploma and eight (8) years of experience in airport management and/or operations, of which at least three (3) years was in a supervisory role;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C).

NOTE: A degree in Airport Administration or a closely related field reduces the work experience requirement in (A) and (B) by one (1) year.

SPECIAL REQUIREMENT:

Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of license at time of appointment.

AM1115

ADOPTED: 01/01/93