



## City of Klamath Falls

## Position Description

Position: Airport Director	Group: Management/non-represented
Department: Airport	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 131

### Summary

Under the general direction of the City Manager or designee, the Airport Director is an exempt position under FLSA. The position plans, directs, and coordinates the activities concerned with operations, construction, and maintenance of airport facilities in accordance with City policy and governmental regulations. Provides leadership to employees in operations, maintenance, and administration at the airport. This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems. Performs related duties as required.

### Distinguishing Career Features

The Airport Director is a management level position that assists the City Manager in administering the overall operations of the City's established mission and goals. The incumbent is responsible for the day-to-day coordination and administration of assigned functions related to the City owned airport. This is the senior most airport position for the City of Klamath Falls.

### Essential Duties and Responsibilities

- Ensures the City can maximize the use of airport resources to add value to the community by analyzing the available assets and the potential uses, then making recommendations to City Manager and/or City Council for identified changes or new programs. Implements any approved recommendations and measures results.
- Provides the required leadership to maintain an excellent working relationship with the Oregon Air National Guard for their Joint Use of the airfield.
- Consults with governmental officials and airport users to plan such matters as design and development of airport facilities; formulation of operating rules, regulations, and procedures; and aircraft landing, taxiing, and take-off patterns for various types of aircraft.
- Represents the City and the Airport before civic or other organizational groups, courts, boards, and commissions.
- Acts as a member of the Team Klamath promoting economic development and job growth in the Klamath Basin.

- Develops and implements an air service program to restore the service required by the community.
- Work collaboratively with local, state and federal elected officials to enhance funding sources and improve economic development opportunities.
- Manages department employees by establishing a shared vision, challenging the process, and enabling others to act.
- Develops the Airport Capital Improvement Program consistent with FAA grant requirements, approved airport planning documents, and projected needs of the airport. Prepares, implements and monitors the Airport Capital Improvements Plan and the annual Capital Expenditures budget.
- Coordinates with all levels of government to obtain funding and ensures that all revenue sources are identified and utilized. Manages and administers FAA, State, and other grant programs.
- Negotiates and administers leases and agreements with airport tenants to ensure a fee structure that is fair and supports the goals of the airport facility.
- Develops, implements, and monitors annual Department expense budget for Operations, Maintenance, and Administration of the airport.
- Oversees the formulation of procedures for use in event of aircraft accidents, fires, or other incidents or emergencies.
- Directs personnel in investigating violations of aerial or ground traffic regulations, reviews investigation reports, and initiates actions to be taken against violators.

**Qualifications**

▪ **Knowledge and Skills**

Requires extensive knowledge of current airport management procedures; thorough knowledge of all applicable Federal Aviation Regulations and Federal Aviation Administration Advisory Circulars; thorough knowledge of current Department of Homeland Security regulations and programs. Federal Aviation Regulations parts 77, 139, and Advisory Circulars related to areas such as airport operations, maintenance, construction, wildlife management, emergency management planning, security, crash fire rescue, and the Airport Improvement Program. Transportation Security Regulations (TSR) parts 1540, 1542, 1544, and Airport Security. Department and environmental quality regulations. Responding to inquiries or complaints from customers, regulatory agencies, or members of the business community; effectively presenting information to top management, public groups, and/or boards of directors.

▪ **Abilities**

Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; work with mathematical concepts such as probability and statistical inference, and fundamentals of planes and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form. Work with computers and software.

- **Physical Abilities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee is regularly required to use radios using clear and concise speech. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

- **Education and Experience**

Bachelor's Degree (B.A.) in Airport Management, Business Administration, Public Administration from four-year college or university and five (5) years demonstrated successful experience in airport operations management and development, including public/private partnerships, marketing, financial structuring and coordination with United States Air Force (USAF), Air National Guard (ANG), and FAA at a non-hub or small-hub airport; or equivalent combination of education and experience. Direct experience in the establishment, implementation, and maintenance of airport operations related policies and procedures, and project management. Experience in a PART 139 Airport Commercial Air Service Airport. Must be able to pass TSA criminal background check and complete training consistent with TSA and Airport related security requirements.

- **Licenses and Certificates**

Must possess and maintain a valid Oregon Driver's License.  
Desired: either a Certified Member (CM) or Accredited Airport Executive (AAE) certification by the American Association of Airport Executives (AAAE) is preferred.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are typically performed in a well-lit, temperature-controlled office environment. May be subject to exterior environment, including heat, cold and inclement weather. The noise level in the work environment ranges from quiet to very loud.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.