



respect - Communication - Integrity - Teamwork - family

AIRPORT BUSINESS MANAGER

DEPARTMENT/DIVISION: Airport

GRADE: M-3

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Aids the Director in staff capacity by coordinating marketing campaigns; analyzing and coordinating office services, such as organizing and maintaining accurate financial records and reports, and performing special management studies by performing the following duties:

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Processes applications for security badgers including fingerprinting and submission of data for Security Threat Assessments, produces badges, tracks and maintains database for all badged individuals. Responsible for submitting monthly regulatory reports to TSA on badged population.

Processes applications for security access keys, troubleshoots problems with keys and/or controllers and performs annual audit and update of system and keys.

Performs annual compliance processes required by FAA in regards to financial, Disadvantaged Business Enterprise (DBE) and grant programs.

Provides development, and coordinates marketing, advertising, and public relations efforts, communicating such efforts and results to the Airport Director.

Prepares marketing activity reports. Ensures effective control of marketing results and corrective actions necessary to achieve marketing objectives within designated budgets.

Plans and oversees the organization's advertising and promotion activities. Advises on the preparation and presentation of product shows, displays, and exhibits. Develops advertising opportunities to market to local businesses for revenue-generating purposes.

Advises management on community relations projects and activities. Arranges for company and plant tours. Directs press relations including such activities as preparation of news releases and feature articles.

Analyzes such administrative practices as recordkeeping systems, forms control, office layout, suggestion systems, personnel and budgetary requirements, and performance standards to create new systems or revise established procedures.

Coordinates collection and preparation of operating reports such as time and attendance records, statistical records of performance data; compiles and submits requests for funds for FAA entitlement projects; submits quarterly Federal Cash Actions Reports to FAA.

Studies management methods in order to improve workflow, simplify reporting procedures, or implement cost reductions.

Acts as liaison with airport tenants; maintains lease agreements, and issues monthly rental, utility, and landing statements.

Prepares reports including conclusions and recommendations for solution of administrative problems.

Assists in preparation of budget needs and annual reports of organization.

Compiles, stores, and retrieves management data, including Agenda preparation and distribution; records, summarizes and/or transcribes minutes of meetings.

Develops and implements passenger information services.

Responsible for such administrative duties as answering telephones, correspondence, and filing.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or experience:

Bachelor's Degree in Business Administration or equivalent; with four years related experience and/or training; or equivalent combination of education and experience.

PRE-EMPLOYMENT

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

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Management methods, budget process, record keeping systems and performance standards; and advertising and promotional activities.

Skill in:

Preparation of various reports; coordinating marketing campaigns; and proficient use of various computer software programs.

Ability to:

Analyze and coordinate office services; and effectively assist visitors (general public and contractors).

PHYSICAL DEMANDS

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 must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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 performed in a well lighted, temperature controlled office environment.

The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, 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.

