



respect - Communication - Integrity - Teamwork - family

AIRPORT DIRECTOR

DEPARTMENT/DIVISION: Airport

GRADE: DIR

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Under the City Manager, this skilled administrative head plans, directs, and coordinates activities concerned with all aspects of Airport operation, by performing the following duties personally or through subordinate supervisors:

EXAMPLE OF DUTIES

Duties include the following. Other duties may be assigned.

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.

Manages ongoing Airport construction and planning programs designed to meet the needs of airport users and to meet safety and regulatory requirements.

Develops Airport Capital Improvement Program consistent with FAA grant requirements, approved airport planning documents, and projected needs of the airport.

Coordinates with all levels of government to obtain funding and insures 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.

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.

Makes recommendations to City Manager and/or City Council and implements, as needed, those actions which will improve the airport's value to the Community.

Develops, implements, and monitors annual Department budget for Operations & Maintenance and Capital Improvements.

Represents 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 improvement program to provide the service required by the community.

Work in cooperation with the Oregon Air National Guard for their Joint Use of the airfield.

Work collaboratively with local, state and federal elected officials to enhance funding sources and improve economic development opportunities.

SUPERVISORY RESPONSIBILITIES

Manages one subordinate supervisor who supervises a total of three employees in Operations and Maintenance. Is responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises one non-supervisory employee.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 (B. A.) in Airport Management, Business Administration, Public Administration; five years demonstrated successful experience in airport management and development, including public/private partnerships, marketing, financial structuring and coordination with United States Air Force (USAF), Air National Guard (ANG), and FAA.

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.

Desired:

Either a CM (Certified Member) or AAE (Accredited Airport Executive) Certification by AAEE (American Association of Airport Executives) preferred.

Experience in a PART 139 Airport Commercial Air Service Airport.

Language skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical skills:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other skills and abilities:

Ability to work with computers and software.

PRE-EMPLOYMENT

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

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 talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually ranges from quiet to loud.

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.

