

COUNTY OF SOLANO

AIRPORT MANAGER

DEFINITION

Plans, organizes and directs the operations of the Nut Tree Airport property, facilities and services in accordance with Federal, State and local regulations; serves as a member of the Department's management team.

CLASS CHARACTERISTICS

This is a manager/superintendent level position characterized by the responsibility for managing, planning, supervising, and coordinating the airport operations and related facilities. Assumes significant responsibility for preparing and administering assigned budgets and grant funding. Participates in the development and implementation of goals, objectives, policies, and priorities for short and long term operational activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Transportation.

Exercises supervision over maintenance and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans and supervises the operations and use of the Nut Tree Airport; prepares and administers the budget for airport operations; reviews and updates the airport master plan; conducts studies to determine usage and assess need for improvement.

Manages and implements various operating budgets and grant funding opportunities; develops and submits operating budgets for approval; implements budgetary guidelines to control expenditures and monitors costs; researches potential grant funding opportunities; prepares various grant applications; enforces Federal and State airport compliance requirements for grant funding; administers Federal and State grants and State loans.

Conducts public information programs designed to promote the development and use of the airport facility, represents the County at meetings related to the airport; coordinates with public and State agencies and maintains cooperation with other County Departments and the various airport users; participates in community relation activities in dealing with elected officials at all levels.

Establishes, interprets and enforces rules governing airport facilities, use and service, including Federal Aviation Administration Regulations and Federal, State and local statutes; coordinates and supervises the enforcement of air traffic and safety rules and regulations; maintain compliance with

aviation approach/departure requirements, and airspace protection regulations; conducts inspections of the airport equipment, grounds and facilities; oversees necessary repairs and maintenance of the airport.

Enforces and implements aviation accident procedures; ensures the protection of aviation accident scene; coordinates emergency scene management with Federal Aviation Administration, local law enforcement, and the National Transportation Safety Board; participates on a 24 hour/7 day a week basis with the County Sheriff's department and local law enforcement to coordinate accidents, hazardous material spills or other emergency activities at the airport.

Conducts negotiations and administers contracts, leases, agreements, permits and other transactions with fixed-based operators, public and private agencies as well as individual parties; supervises the collection of rental, lease and other service fees.

Conducts interviews and makes recommendations regarding personnel transactions; schedules and prioritizes work in consultation with subordinate personnel; may be assigned additional administrative responsibilities.

Performs related administrative tasks; conducts State storm water monitoring and sampling and prepares annual Storm Water Monitoring reports; participates in marketing and promoting the airport facility and services to render revenue development, airport development and tenant improvements; interacts with other airports, aviation organizations, state legislative bodies and airport management groups.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Planning, development and utilization of airport properties, services and facilities.

Federal, State and Local laws and regulations affecting airport operations and general aviation.

Public administration, including budgeting, program planning/evaluation and supervision.

Grant funding opportunities including research and compliance techniques.

Training and accepted safety practices.

Skills to:

Utilize basic office equipment and fuel testing equipment.

Ability to:

Plan, organize and manage the airport operations.

Establish and maintain accurate records and complete reporting requirements.

Prepare budgets, funding proposals and narrative and statistical reports; assist in the implementation and control of an airport budget; understand and analyze expenditure reports.

Recommend, establish and enforce airport operating rules and regulations.

Negotiate effectively with interested groups and agencies and potential users of airport properties and facilities.

Market and promote an effective airport program.

Collect and analyze data to identify needs, evaluate program effectiveness, draw logical conclusions, and make appropriate recommendations.

Develop short and long term goals and objectives.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education/Training

Experience:

Three years of progressively responsible experience in airport operations, which includes one year supervisory experience.

Education/Training:

Bachelor's Degree from an accredited college or university is required in Business Administration, Public Administration, Business Management, or other closely related field.

SPECIAL REQUIREMENTS

No special requirements are needed for this position.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Incumbents may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Established Date: April, 1988

Revised Date: February, 2003

Revised Date: May 2003

BOS Date: June 30, 2003

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