

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: October 29, 2008
Revised: November 7, 2011

AIRPORT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible management work involving the operational and maintenance functions of the county's airport to ensure safe, efficient, legal, and profitable airport operation. Work is performed under the general direction of the County Administrator and the County Legislature, with wide leeway permitted for independent planning and laying out work details in accordance with established policies and procedures. Supervision is exercised over all persons assigned to operate the airport. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares a monthly and annual report of airport activity to the County Legislature;
Prepares the annual budget and directs expenditures in accordance with approved line items and prepares financial reports for the County Legislature;
Develops and implements plans for airport improvements, maintenance and development;
Prepares and carries through requests to the Federal Government for airport development funds and to the State for funds, via the Department of Transportation;
Develops, administers, and enforces ordinances, rules, and regulations governing airport operations;
Develops and implements public relations policies to promote the interests of the County, the airport, and the general public;
Serves as airport interface with government, civic, and business organizations;
Generates maximum revenue at the airport consistent with the highest degree of safety and with public policy as promulgated by the County Legislature;
Negotiates or oversees the consultants hired to negotiate rents and fees with existing and prospective airlines, tenants, and concessionaires;
Prepares contracts and lease agreements between the County and individual tenants of the airport, with assistance of the County Attorney;
Collects all rents and fees due the County under contracts and agreements;
Recommends proper insurance limits which will protect the County's investment and provide protection against catastrophic loss;
Develops new sources of revenue in line with the general policies of airport financing;
Initiates promotion and approval of financing plans;
Complies with regulations governing safety in operations as required under Federal Aviation Regulations;
Is responsible for compliance with Federal Regulations pertaining to fire fighting at airport;
Is responsible for compliance with government regulations covering airport security as required under Federal Aviation Regulation, and develops and implements a Master Security Plan as required thereby;
Directs and supervises security force and normal law enforcement duties within airport boundaries;
Develops and implements an Emergency Preparedness Plan setting forth the duties and responsibilities of airport agencies and area rescue and hospital facilities in the event of an airport disaster;
Directs and supervises maintenance personnel in the maintenance of all airport owned buildings;
Directs and supervises maintenance personnel including maintenance, plowing, sanding, sweeping, and repairing of runways, taxiways, roadways, aircraft parking aprons, and auto parking areas and grass area, as well as maintenance of vehicles used to accomplish their assignment;

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TYPICAL WORK ACTIVITIES (CONTINUED):

Directs and supervises airport management personnel and administrative staff to accomplish mission of the airport;
Oversees contract(s) with engineering company(s) hired by the County to perform work at the airport and coordinates with such company(s) to promote the mission of the airport.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state and local rules and regulations applying to airport operations and airport management;
Thorough knowledge of principles, methods, tools, and materials used in airport management and construction;
Good knowledge of airport fire safety;
Good knowledge of government regulations covering airport security and law enforcement;
Good knowledge of Emergency Preparedness Plan;
Ability to present written and oral briefings;
Ability to get along with others;
Ability to supervise;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration or closely related field and four (4) years of experience in an administrative or management position involving responsibility for planning, directing, supervising and coordinating the work of staff; three (3) years of which must have been over staff engaged in air base or airport operation and maintenance activities; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration or closely related field and eight (8) years of experience in an administrative or management position involving responsibility for planning, directing, supervising and coordinating the work of staff engaged in the operation and maintenance of all of the following activities: buildings and grounds, equipment, vehicles, land development, and marketing functions; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration or closely related field and six (6) years of experience in an administrative or management position involving responsibility for planning, directing, supervising and coordinating the work of a staff engaged in air base or airport operation and maintenance activities; or
- (d) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, Planning, Business Administration, Public Administration or closely related field and ten (10) years of experience in an administrative or management position involving responsibility for planning, directing, supervising and coordinating the work of staff engaged in the operation and maintenance of all of the following activities: buildings and grounds, equipment, vehicles, land development, and marketing functions; or
- (e) An equivalent combination of experience and training as outlined by the limits of (a) , (b), (c) or (d) above.

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SPECIAL REQUIRMENTS:

Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Applicants must undergo a fingerprint-based (CHRC) criminal history background check that does not disclose that he or she has a disqualifying criminal offense within the previous ten (10) years.