

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: October 29, 2008
Revised: February 6, 2018

AIRPORT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a highly responsible position involving the administration and enforcement of the county's airport operation and maintenance functions 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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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 principles, methods, tools, and materials used in airport operation and maintenance;
Thorough knowledge of federal, state and local rules and regulations applying to airport facilities management and airport operations and management;
Knowledge of principles and practices of leases and operating agreements in regard to airport operations;
Knowledge of Federal Aviation Regulations and Advisory Circulars as they pertain to the airport operations, planning, and administration;
Knowledge of National Response Framework, National Incident Management System, and Incident Command System;
Knowledge of Homeland Security Exercise and Evaluation Program (HSEEP) principles and practices;
Knowledge of Emergency Preparedness Plan development and implementation;
Knowledge of government regulations covering airport security and law enforcement;
Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;
Ability to interact with various agencies, tenants, contractors, architects, and federal, state, and local government;
Ability to communicate professionally and diplomatically with co-workers, tenants, contractors, and the public regarding airport operations and safety related issues;
Ability to handle various projects at the same time, work effectively under pressure, and keep projects on schedule;
Ability to give clear and concise oral and written instructions;
Ability to exercise sound judgment in stressful situations.

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 in an airport environment involving responsibility for planning, directing, supervising and coordinating the work of staff; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in 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; four (4) years of which must have been in an airport environment; or
- (c) An equivalent combination of experience and training as outlined by the limits of (a) and (b) above.

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NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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.