

DELTA COUNTY

COURTESY JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **AIRPORT MANAGER.**

DUTIES: See attached job description

QUALIFICATIONS: Required: A Bachelor's degree in Aviation Management, Public Administration, Business Administration, Engineering, or related field; and five years experience in airport operations which have provided familiarity with state and federal laws related to airport operations. Preferred: Experience as an Airport Manager, Assistant Airport Manager, or Airport Operations Supervisor. Must be bondable.

HOURS: Forty Hours (40) per week.

PHYSICAL: Must be able to pass physical.

SALARY: Current Manager's Salary: \$54,570

Candidates for this position should submit the application form, cover letter, and resumé.

Applications for the position of **AIRPORT MANAGER** will be accepted until January 5, 2018 at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

JOB DESCRIPTION

AIRPORT MANAGER

GENERAL DESCRIPTION

- Work under the direct supervision of the County Administrator, and the general supervision of the Delta County Board of Commissioners.
- Responsible for the planning, compliance, and operations of the Delta County Airport and its properties.
- Supervise operations and office staff.

JOB COMPLEXITY

- Ability to analyze, plan, and complete tasks on a timely basis.
- Ability to gather and process data accurately, including general calculations.
- Ability to reach sound conclusions and formulate recommendations.
- Ability to articulate and clearly communicate in person, in writing, and through electronic means.

JOB DUTIES

- Supervise office and maintenance staff to include: hiring; planning work flow; training management; ensuring personnel compliance; evaluating performance; and implementing workplace policies.
- Develop and manages the Airport's Budget, including multiple airport funds.
- Develop and implement an annual marketing plan for the airport and its properties.
- Serve as liaison, manage compliance, and file all necessary reports with the Federal Aviation Administration (FAA) and all other applicable state and federal agencies.
- Develop, manage, and implement Airport's long-range Capital Improvement Plan, Airport Layout Plan, and Master Plan. This will include collaborating with consultants, engineers, and government agencies.
- Manage procurement of airport supplies, equipment, and services under Delta County Board of Commissioners approved procurement rules.
- Negotiate and monitor leases for individuals and business who lease or rent space on Airport property. This will include responsibility for ensuring that all users of the airport adhere to required regulations.

- Maintain compliance with all applicable commercial service airport security and environmental standards. This will include compliance under the Transportation Security Administration, FAR Part 139 for Commercial Services Airports, Wildlife Hazard Management Program, and Integrated Contingency Plan.
- Prepare and manage state and federal grant programs.
- Ensure that all aspects of the Airport Office run effectively, including billing, accounts payable, accounts receivable, and credit card transactions.
- Other related duties as assigned.

REQUIRED TRAINING/TRAVEL

- Some travel for training will be required, including four annual conferences in the Midwest region.
- Must be able to qualify for an Airport Manager's license and possess a valid Michigan Driver's license.
- Must become certified as Airport Security Coordinator under the Transportation Security Administration.

MINIMUM QUALIFICATIONS

- Required: Bachelor's degree in Aviation Management, Public Administration, Business Administration, Engineering, or related field; and five years experience in airport operations which have provided familiarity with state and federal laws related to airport operations.
- Preferred: Experience as an Airport Manager, Assistant Airport Manager, or Airport Operations Supervisor. Experience managing employees.
- Must be bondable

Personnel reviewed 12/1/17
Board approved 12/5/17