

DELTA COUNTY

COURTESY JOB POSTING

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

DUTIES: See attached job description

QUALIFICATIONS: Associate degree or similar life experience with emphasis in business, customer relations and marketing. Able to qualify for an Assistant Manager's license and Airport Security Coordinator license through the State of Michigan. Have a valid driver's license. Pass all TSA requirements. See attached job description for additional qualifications.

HOURS: Forty Hours (40) per week.

PHYSICAL: Must be able to pass physical.

SALARY: Range \$30,000-35,000. Depending on experience

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

Applications for the position of ASSISTANT AIRPORT MANAGER will be accepted until February 9, 2019 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:

Position Title: Assistant Airport Manager

GENERAL SUMMARY: Under general supervision of the Airport Manager, performs the functions of Secretary of the Delta County Airport and maintains the Airport's financial and computer records.

DUTIES:

Performs a variety of office functions for the Airport Manager, the Delta County Airport Advisory Board and its committees, including notification of meetings, preparation of agendas, transcription and distribution of minutes; maintains all files, including advisory board proceedings.

Independently responds to correspondence and inquiries that may be of a sensitive nature. Greets and assists visitors, airline employees and commuters, provides information, explains procedures, helps in completion of filing of forms, maintaining the Airport calendar and makes appointments. Assists new Advisory Board members with procedures of the Board; assists in processing communications on Board meetings. Also works with confidential material and information.

Develops and implement plans and promotions for the Airport under the direction of the Airport Manager and the Airport Advisory Board.

Supervises airport employees and assigns them duties; assists in the hiring, suspending, promoting, disciplining, or discharging of the employees of the Airport Advisory Board and/or recommends such actions to the Airport Manager.

Assists the Airport Manager with budget preparation and maintenance of budget, including all amendments and fund transfers, addition of new funds and line items to the budget, and prepares and submits to the FAA, yearend financial reports. Additionally, assists the Airport Manager in preparation of all required reports for the State of Michigan, FAA.

OTHER DUTIES:

Maintains the Airport general ledger computer system including but not limited to all data input of journal entries, accounts payable and accounts receivable computer systems.

Has ability to customize reports and spread sheets.

Be able to reconcile and approve payroll timesheets.

Backup of all Airport financial files and perform computer housekeeping procedures on a regular basis.

Maintain inventory control records and key log for the Airport.

Perform cash reconciliation as needed.

Responsible for all credit cards processing at Airport, including but not limited to EFT payment transfers and all bank deposits /reconciliations.

Responsible for reporting State of Michigan Sales Tax to Delta County Administration Office and reporting Federal Excise Tax.

Applies for and completes grant applications and grant requirements, including but not limited to LEO, SCASDG, State Marketing Grant, State Fire Training and Hannahville 2%. Also aids other County departments in grant preparation.

TSA (Transportation Security Administration)/LEO (Law Enforcement Officer Program) Manager: Responsible for invoicing, reconciling, and submitting LEO monthly requests for payments to TSA through electronic fund transfers. Submits yearly financial reports and applies for grants.

Commercial Airline: Responsible for monthly invoicing, monthly fuel inventory and fuel ordering.

Completes Reports – Air Carrier Reports, FAA reporting, including yearend financial reports, PFC/CFC reports and others deemed appropriate.

This position works with the auditors for the County of Delta in preparing information necessary for their preparation of the audit and answers questions on the Airport financial records. Also addresses various budget questions and concerns.

Coordinates aviation operations through radio communications and face-to-face contact to control airport activities and provide FBO – type support to users.

This position is the backup for the Airport Manager and will perform other duties as assigned by the Airport Advisory Board as well as the Airport Manager. Assistant Manager will be in charge of the Airport in the absence of the Airport Manager.

MINIMUM QUALIFICATIONS:

1. Ability to pass a physical.
2. Associates degree or similar life experience in business, marketing or promotion.
3. Experience with Airport or Aviation industry is desired, but not mandatory.
4. Must be able to qualify for an Assistant Manager's license through the State of Michigan.
5. Must be able to qualify for an Airport Security Coordinator license through the State of Michigan.
6. Must possess a valid driver's license.
7. Employee may be required to work alone.
8. Must be able to pass all TSA requirements.

9. Must be able to serve as the Airport Manager in their absence.

EDUCATION/SKILLS:

1. Associate Degree or similar life experience with emphasis in business, customer relations and marketing.
2. Ability to perform knowledgeably in QuickBooks, Microsoft software, including but not limited to Excel, PowerPoint, and Publisher and have other basic computer skills.

Board approved 1-8-19