

**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Manager, Airport	<b>PAY GRADE:</b> C44
<b>DEPARTMENT:</b> Airport	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<b>REPORTS TO:</b> Assistant County Manager - Operations	<b>LEAD:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>APPROVED:</b> _____ <i>[Signature]</i> Department Head/Elected Official	_____ <i>23 FEB 2017</i> Date
_____ <i>[Signature]</i> Human Resources Director	_____ <i>2/13/17</i> Date

**I. PURPOSE SUMMARY.** Incumbent is responsible for managing, promoting, coordinating and supervising the daily operations of the Doña Ana County International Jetport (Airport). Typical duties include: tenant and customer relations; management, oversight of maintenance, construction and development projects; ensures contractual compliance for all Airport tenants and their related activities and ensures compliance and is acquainted with local state and federal regulations and mandates particularly those administered by the Federal Aviation Administration. Represents the County at Airport events and functions; Commission and Board meetings; develops and makes recommendations regarding Airport operations and policies; develops, monitors and analyzes the Airport budget; supervises Airport employees, makes recommendations relative to personnel management and operates under the general direction and supervision of the Assistant County Manager.

**II. ESSENTIAL DUTIES.** (A position may not include all of the duties listed, nor do the listed examples include all of the duties, which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

Plans and assesses operational goals and objectives relative to Airport functions and programs.

Supervises technical, clerical, and lead staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.

Directs the activities of the Airport to include overseeing the development and administration of policies, procedures, programs, goals and objectives. Provides complex administrative and professional assistance to the Assistant County Manager.

Reviews Airport operations to determine the efficiency and effectiveness of services and/or programs. Coordinates activities, services and programs with other agencies, partners, departments, and/or other applicable parties; serves as lead when assigned.

Recommends, negotiates and administers contracts with concessionaires and prospective users of Airport facilities.

Initiates and monitors the progress of special studies.

Monitors the process of contracts; evaluates services performed and costs for services obtained through outside contractors and vendors. Manages service contracts, Requests for Proposal (RFPs), evaluates proposals, bids, negotiates contracts, and oversees consultant services.

Facilitates long-range planning efforts and develops team and individual work plans accordingly.

Provides traffic advisory service, monitors air and ground traffic for safety compliance.

Responsible for the collection of current and past due lease payments.

Administers policies and procedures to operate the Airport in compliance with County, state and federal regulations and in accordance with the Airport Layout Plan, the County's Strategic Plan and Capital Improvement Plan.

Responds to aircraft and related airport emergencies; closes affected areas of the airport; issues NOTAMS; serves as on-scene commander until relieved; reports to FAA.

Recommends implementation of aviation services in the County; proposes modifications, improvements and development of Airport facilities and manages the maintenance program.

Develops, recommends and administers a fee schedule for the use of Airport facilities and services. Establishes and directs the enforcement of Airport operating rules; interprets and enforces local, state and federal rules and regulations governing the use of Airport facilities and services.

Manages grant applications for capital outlay projects; participates in long and short-range planning for Airport development, operations, facilities and policies; conducts studies to determine usage and assess need for improvement; promotes safety in Airport operations and services.

Notifies proper emergency response organizations and provides assistance and coordination in the event of an emergency.

Participates and provides expertise to the Airport Advisory Board. Prepared periodic and special reports regarding Airport operations, activities and finances; maintains accurate records and files.

Represents the department and/or the County to the public, to other agencies, and to regional and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information.

Works actively to foster community relationships and demonstrate the value of the Airport as a public and community asset. Responds to and resolves sensitive and/or the complex questions or concerns from the general public, partners, the business community, and staff. Responds to inquiries and concerns from citizens, and government authorities.

Attends, chairs, and conducts a variety of meetings; serves on committees as requested; makes presentations to the County Commission; represents the Department and makes oral presentations at meetings, inter-agency meetings, conferences and other events.

Prepares and develops budgets and allocates resources, which may include capital improvement program budgets; monitors revenues; monitors and approves expenditures in accordance with policies and principles of sound fiscal management.

Develops and maintains analytical tools for audit and control of programs and to attain revenue targets. Manages finances for grant and partnership programs. Develops and implements cost recovery strategies; and internal and external functional coordination for the Airport.

**III. ADDITIONAL DUTIES.** Other duties may be assigned.

**IV. QUALIFICATIONS.**

**A. Education.** Bachelor's Degree in Airport Management, Public or Business Administration or a related field is required.

**B. Experience.** Five (5) years of related experience, including two (2) years of management level experience is required.

**C. Education/Experience substitution.** N/A

**D. Licenses/Certifications.** Must have a valid unrestricted driver's license and maintain a satisfactory driving record. Accreditation as an Accredited Airport Executive and Certification as an Airport Certified Employee in Operations is highly desirable. A Pilot's license is also desirable, but not a condition for hire.

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).**

Must successfully pass a background check and driver's license record check.

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

**Knowledge of:**

- Operations characteristics, services and activities of a general aviation airport service area;
- Principles and practices of aviation administration;
- Methods and techniques of efficient airport operations;
- Airport land use and zoning regulations;
- Public and business administration principles and practices;
- Applicable Federal, State, environmental and local laws, rules, and regulations;
- Budgeting principles and practices;
- Financial management principles including in the areas of government programs, financial grants, and community resources;
- Public administration principles;
- Public relations, advertising and marketing principles;
- Negotiation and mediation techniques;
- Strategic planning and long-range planning;
- Contract administration principles;
- Program/project management planning principles and techniques (including the ability to analyze operating procedures and recommend program improvements, and program restructuring, as needed);
- Performance measures and quality of service concepts including the ability to evaluate organizational development efforts and programs.

**Skilled in:**

- Using a computer and related software applications;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Preparing reports; reading, analyzing, and interpreting technical procedures, and governmental regulations, statutes, and policies;
- Writing reports and correspondence;
- Analyzing and developing policies and procedures;
- Applying program practices to complex situations;
- Mediating and negotiating situations;
- Providing public relations;
- Managing projects and programs;
- Evaluating programs, services and customer service efforts;
- Facilitating meetings;
- Highly effective communication, interpersonal and collaboration skills;
- Exercising sound judgment and decision-making.

**2. FREEDOM TO ACT.**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

**3. GUIDELINES AND JUDGMENT.**

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

**4. PHYSICAL DEMANDS.**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment.

**5. WORK ENVIRONMENT.**

Position functions approximately eighty-five (85) percent in an internal office environment with no notable hazards or adverse environmental conditions and fifteen (15) percent outdoors subject to all weather conditions with exposure to aircraft noise, exhaust and aircraft fuel fumes; close proximity to idling or taxiing aircraft and on active runway(s) and taxiways.

This position involves working extended hours, evenings and weekends. On-call for emergency management twenty-four (24) hours a day, seven (7) days a week. The position requires flexible scheduling and the ability to attend night and weekend meetings as necessary.

**6. SUPERVISORY RESPONSIBILITY.**

Work is performed under the general supervision of the Assistant County Manager.

In addition to the previous level responsibilities, this level of supervision involves:

- directing administrative, technical, protective, investigative, professional, or complicated clerical work;
- planning work for which programs and objectives are clearly defined and the organizational structure is fully established.

Work results impact:

- The accuracy, reliability, or acceptability of products, services, or operations of the organization, area or field office.
- The delivery of line functions to the general public.

For at least 25% of the time, directs technical, protective or complex clerical work, and plans work for which programs and objectives are clearly defined and the organizational structure is fully established.

Supervisors at this level have the authority to:

- Set a series of annual, multiyear, or similar long-range goals and objectives.
- Ensure implementation of goals and objectives.
- Prioritize goals and objectives.
- Recommend the best approach for resolving budget shortages (as needed).
- Advise high-level program officials on decisions related to broad staffing, budgetary, policy, or regulatory matters affecting the overall program.

**V. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*