

Title: Assistant Airport Director
PG: PB5
Status: Non-Civil Service
Position Reports to: Airport Director
Department: Airport

Class Code: 1003
Date: 08/09

GENERAL DESCRIPTION OF CLASS

Responsible administrative and managerial work of considerable difficulty assisting in planning, organizing, directing, supervising and coordinating subordinate personnel in the administration, operation, maintenance at the Lakeland Linder Regional Airport. A person in this position shares much of the day-to-day operational and administrative duties as assigned the Airport Director, and exercises considerable initiative and independent judgment in the performance of duties. Applies management experience and technical knowledge in order to accomplish a variety of diverse job assignments that are subject to review by the Airport Director.

ESSENTIAL FUNCTIONS:

1. Composes correspondence and memoranda, recommends airport standards, procedures and regulations, prepares manuals and updates same.
2. Assists in review of plans and specifications generated by outside consultants; responsible for project contract administration and coordination as assigned; assists in the planning, organization and control of Airport projects.
3. Reviews proposed on-site and surrounding area construction to ensure compliance with FAR Part 77 requirements; plans, organizes and controls compliance of airport with FAR Part 139 requirements.
4. Prepares plans, specifications and contract documents for airport projects.
5. Assists in procurement of State and Federal funded grants.
6. Participates in lease negotiations and preparations pertaining to Airport operational and compliance issues and is responsible for ensuring airport tenants are in compliance with lease agreements.
7. Assist in marketing and creative advertising of Airport events and lease space availability.
8. Responsible for operations management to ensure the airport is in compliance with non-financial federal and other regulatory agency regulations.
9. Ensures the safe and efficient operation of the Airport by overseeing and/or conducting operational area, ramp area, and facilities inspections and taking appropriate follow-up action.
10. Produces summaries of weekly operational activity and reports operational statistics and performance measures.

ADDITIONAL RESPONSIBILITIES:

1. Assumes responsibility for the operation of the airport in the absence of the Airport Director.
2. Assists in accomplishing the necessary liaison among airport users, local, state and federal agencies.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of modern principles and practices of financial management.
2. Procurement of inventory and inventory control.
3. Considerable knowledge of modern principles and practices of airport management.
4. Considerable knowledge of local, state and federal laws and regulations relating to the operation of an airport facility.
5. Considerable knowledge of FAR Part 77, FAR Part 139, and airport operating principles.
6. Knowledge of real estate property management principles and techniques.
7. Knowledge of the airport grants program process and procedures.
8. Ability to prepare and present concise, meaningful and timely oral and written reports and prepare correspondence in a clear and logical manner.

Title: Assistant Airport Director
PG: PB5
Status: Non-Civil Service
Position Reports to: Airport Director
Department: Airport

Class Code: 1003
Date: 08/09

9. Ability to deal tactfully, courteously and effectively with airport lessees, users, employees, regulatory agencies, other City departments and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a bachelor's degree in airport management, business administration, or other related field.
2. Three (3) years of experience in a responsible position assisting in the management and operation of an airport.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.