

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Airport Manager  
**ALLOCATION:** Administrative Services  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** Circa 1996  
**REVISED:** April 2015

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### **JOB SUMMARY:**

Under general direction, manage, plan, organize and evaluate operations, construction, maintenance, line service, customer service, economic development and marketing activities for the Yuba County General Aviation Airport; develop program and strategies to maximize the use of airport properties for commercial and industrial use and perform related work as assigned.

This is a singular managerial position.

### **CLASS CHARACTERISTICS:**

This position reports directly to Director of Administrative Services and is characterized by the substantial amount of management and administrative oversight for the operations of the Yuba County Airport. This class is distinguished from the Director of Administrative Services in that the latter has overall management responsibility for all departmental activities and functions and establishes department vision, goals, policies, practices and procedures.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Manage the overall direction, coordination and evaluation of the Yuba County Airport in accordance with Federal Aviation Administration (FAA), federal, state and local laws and regulations.
- Plan and coordinate development activities for the general aviation airport.
- Organize and direct the operations of airport facilities, including the enforcement of ground traffic, air traffic patterns and safety rules and regulations.
- Create and direct outreach and expansion programs, including maintaining liaison with various aviation and business associations.
- Develop and implement programs to encourage long-term private sector investment in airport properties.
- Ensure that all airport operations and maintenance activities performed in accordance with federal and state laws and regulations.
- Prepare and negotiate contracts/leases for airport facilities, including ground leases, building leases and airport permits; collect fees due and balances and accounts for money received.
- Research and prepare grant proposals for airport construction and maintenance projects, such as runway and taxiway overlays, sewer and water improvements and master plan studies.
- Administer grants, maintain required records and submit reports to funding sources in a timely manner.
- Resolve customer complaints and disputes; maintain liaison with community groups and others to maximize service delivery.
- Develop and implement a public relations marketing program for the airport and airport properties, including a national advertising program and attendance at appropriate conferences and events.
- Confer and work closely with aviation planning and engineering staff on the development and implementation of capital structures and increased marketing opportunities.
- Administer airport and industrial capital improvement programs, such as construction, land acquisition and development of airside and landside facilities.
- Develop and monitor the airport budget; review, monitor and analyze the activity of assigned revenue and expense accounts; update management staff; make recommendations regarding budget and program issues and implement appropriate cost recovery or expense reduction policies to maintain a balanced budget.
- Provide for 24-hour, 7-day emergency response; respond to such emergencies and direct activities.
- Monitor changes in legislation that may affect program operations; evaluate their effect upon program activities and recommend appropriate policy and procedure modifications.
- Confer with and represent the County in meetings with employees and departments, representatives from various governmental agencies, community, business, professional groups and the general public.
- Conduct analytical studies; develop and review reports of findings, alternatives and recommendations; prepare or review a variety of narrative and/or statistical reports, correspondence, agenda items, policy

papers, presentations and other written materials; maintain or direct the maintenance of accurate records and files.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Act as department representative in emergency or disaster response activities.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of general aviation facility operation and service development.
- Applicable laws, codes and regulations, including the FAA regulations.
- The role of general aviation in the aviation community and the needs of this specialized market.
- Principles and practices of contract negotiation and administration.
- Administrative principles and practices, including goal setting, program development and implementation and evaluation.
- Principles of grant writing and administration.
- Techniques of developing and implementing effective marketing programs.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Methods, principles and practices of effective conflict resolution.
- Effective negotiation and consensus development with individuals and organizations having a broad range of interests.
- Data sampling and statistical analysis techniques.
- The structure and content of the English language, including rules of composition and grammar.
- Administration procedures and systems, managing files and records, and other office procedures.
- Modern management and supervisory theories, principles and practices.

**Skill in:**

- Project Management.
- Independently coordinating, overseeing and administering operational, marketing, capital improvement and maintenance programs as related to general aviation airport operations and related land development.
- Defining and analyzing programs and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Independently performing professional analytical and programmatic work and carrying projects through, from data gathering to completion.
- Fostering constructive relationships with internal and external stakeholders.
- Conducting cost/benefit analysis.
- Maintaining accurate financial and operational records.
- Negotiating effective lease terms and administering contracts effectively.
- Using tact, patience and courtesy in dealing with those contacted in the course of the work.

**Ability to:**

- Collaborate on topics that are sensitive in nature, involving many stakeholders with competing interests.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Interpret, apply and explain complex federal, state and local laws related to the work.
- Communicate information and ideas in a manner others will understand.
- Make rational judgments and decision in a timely manner particularly in situations involving potential risks.
- Interact with others and demonstrate sensitivity to their needs in order to establish and maintain a supportive and professional working relationship.
- Organize work, manage multiple projects/programs and meet critical deadlines.
- Prepare clear, concise and organized written reports, correspondence and other materials by compiling various sources of information into a professional document.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office environment.
- May be required to travel to various worksites or locations within the County.
- Occasionally may be required to travel for meetings or conferences outside normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possession of a valid Pilot's License issued by the FAA is desirable.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in business or public administration, aviation management, economics, finance or a closely related field and five years of professional airport operations experience with extensive knowledge of FAA regulations. *Candidates with strong experience who lack the degree are encouraged to apply.*

**PREFERRED:** In addition to the minimum, additional direct experience in general aviation operations and/or possession of a valid Accredited Airport Executive (AAE) certification by the American Association of Airport Executives.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Approval: Department Head  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_