

## CLASS SPECIFICATION

Yuba County

May 1996

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**CLASS TITLE:** Airport Manager

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Plans, organizes, coordinates, directs, reviews and evaluates operations, construction, maintenance, line service, customer service, economic development and marketing activities for the Yuba County General Aviation Airport; develops programs and strategies to maximize the use of airport properties for commercial and industrial use; performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This class is a division level manager performing a variety of oversight and coordinative tasks for the operations of a general aviation airport. Responsibilities include direct management of the airport operations, and, in addition, the development and implementation of programs to encourage long-term private sector investment in airport properties.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of airport maintenance staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Plans and coordinates development activities for all the general aviation airport; creates and directs outreach and expansion programs, including maintaining liaison with various aviation and business associations.
- Organizes and directs the operations of airport facilities, including the enforcement of ground traffic, air traffic patterns and safety rules and regulations.
- Ensures that all airport operations and maintenance activities performed in accordance with federal and state laws and regulations.
- Negotiates and administers leases for airport facilities, including ground leases, building leases and airport permits; collect fees due and balances and accounts for money received.
- Researches and prepares grant proposals for airport construction/maintenance projects, such as runway and taxiway overlays, sewer and water improvements and master plan studies; administers grants, maintains required records and submits reports to funding sources in a timely manner.
- Resolves customer complaints and disputes; maintains liaison with community groups and others to maximize service delivery.
- Develops and implements a marketing program for the airport and airport properties, including a national advertising program and attendance at appropriate conferences and events.
- Confers and works closely with aviation planning and engineering staff on the development and implementation of capital structures and increased marketing opportunities.
- Administers airport and industrial capital improvement programs, such as construction, land acquisition and development of airside and landside facilities.

- Develops and monitors the airport budget.
- Provides for 24-hour, 7-day emergency response; responds to such emergencies and directs activities.
- Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Prepares a variety of written correspondence, reports, procedures and other written materials.

**Important:**

- Evaluates airport computer needs, acquires hardware and software to meet these needs.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle to attend meetings, conduct inspections and visit off-site locations.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of general aviation facility operation and service development.  
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, implementation and evaluation, and budget development and administration.

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

Principles of grant writing and administration.

Techniques of developing and implementing effective marketing programs.

Applicable laws, codes and regulations, including Federal Aviation Administration regulations.

Computer applications related to the work.

Record keeping principles and practices.

Basic accounting principles and practices.

Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.

**Skill in:**

Administering operational, marketing, capital improvement and maintenance programs as related to general aviation airport operations and related land development.

Planning, organizing, supervising, reviewing and evaluating the work of others.

Training others in policies and procedures related to the work.

Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.

Preparing clear and concise reports, correspondence and other written materials.

Maintaining accurate financial and operational records.

Negotiating effective lease terms and administering contracts effectively.

Using initiative and independent judgment within general policy guidelines.

Using tact, discretion and prudence in dealing with those contacted in the course of the work.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit inspect sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

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

**Working Conditions:**

- Attend meetings and functions outside of normal working hours.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- Possession of a valid Pilot's License issued by the FAA is desirable.

**Background:** Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outlined below.

**Minimum:** Equivalent to graduation from a four year college or university with major course work in business or public administration, aviation management, economics, finance or a field related to the work, AND three years of supervisory or administrative experience in an airport operational setting. Additional experience may be substituted for the education to a maximum of two years.

**Preferred:** In addition to the above minimum, direct experience in general aviation operations is desirable.

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