

AIRPORT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Airport Director performs administrative work involved in supervising and directing the operations and maintenance activities of the City's Airport Division. Responsibilities include: leading the Falcon Field Management Team; negotiating and administering leases for fixed-base operators and industrial tenants; planning for future airport services through development of an airport master plan; developing short- and long-range departmental goals and objectives; developing and implementing all components of the division strategic plan; promoting economic development and business expansion at the airport and immediate environs per the Falcon Field Employment Center Strategy Plan; stimulating support for airport activities; coordinating department activities with other City departments to ensure effective working relationships; and speaking before public groups on the plans, programs, and goals of the Airport Division. The employee also oversees air traffic control items and issues, and the preparation and administration of the division budget and twenty-year financial plan; directs a staff of employees engaged in all airport operations; and serves as a liaison between federal and state regulatory agencies. This class performs related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed under the generation direction of the Deputy City Manager, and is reviewed through the evaluation of conferences, meetings, and reports. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Requires graduation from an accredited college or university with a Bachelor's Degree in Airport Management, Business Administration, or a closely related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Accreditation from the American Association of Airport Executives, and a Master's Degree in Airport Management, Business Administration, or Public Administration is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, airport tenants, vendors, management, contractors, public officials, business owners, developers, real estate brokers, aircraft owners, pilots,

fixed-base operators, and the general public in order to perform the duties of the position. Instructs or trains subordinates in airport maintenance and operations activities. Prepares correspondence, analytical and financial documents and records to communicate activities and to describe and present various development related subjects.

Manual/Physical: Attends meetings of various airport user groups, and makes presentations regarding development. Administers and implements the division Master Plan and supports the Falcon Field Economic Development Plan. Reviews work products of others for compliance with standard operating procedures and planning related written or graphic work. Inspects airport facilities as they relate to accident procedures. Determines current and future operational and maintenance needs, and develops policies and plans for implementation. Prepares and ensures the enforcement of rules and regulations, airport ordinances, and any written procedures necessary for the smooth operation of the airport. Represents the City in contacts with the Federal Aviation Administration (FAA), Maricopa County Area Governments, and other civic, political, and regulatory bodies. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and inspect airport facilities.

Mental: Plans and directs the activities of the Airport Division. Leads the Falcon Field Management Team; and supervises and evaluates the work of subordinate personnel to ensure compliance with City policies, procedures, and standards. Prioritizes work by establishing a task allocation system. Coordinates program functions in areas of federal, state, and local rules and regulations pertaining to airport operation. Coordinates process of principles, procedures, and techniques for effective negotiation of leases between the City and airport tenants. Enhances airport operation and safety practices to be observed around aircraft. Supports economic development on the airport property and surrounding sub-area developed by the Planning Division. Promotes the principles and practices of employee supervision, training, and evaluation.

Knowledge and Ability:

Knowledge of:

federal, state, and local rules and regulations pertaining to airport management and operations; FAA rules, regulations, and guidelines; the principles, procedures, and techniques for the effective negotiation of leases between the City and airport tenants; the forms and procedures used in the administration of a municipal airport; aircraft operation and safety practices to be observed around aircraft; and the principles and practices of employee supervision, training, and evaluation.

Ability to establish and maintain effective working relationships with subordinates, aircraft owners, pilots, fixed-base operators, associate employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-ADM

PAY PLAN E01-E18

PAY GRADE: E09

IND-9410

SWORN-No