

## **JOB DESCRIPTION**

**(Date)**

**POSITION TITLE:           AIRPORT MANAGER**

**REPORTS TO:**

### **I.       PRIMARY RESPONSIBILITIES:**

To plan, direct, and coordinate the operations, construction, and maintenance of airport facilities in accordance with government and commission laws, rules, regulations, and policies.

### **II.      ESSENTIAL FUNCTIONS:**

Directs, through the airport operations chief, the regular operations of the airport.

Recommends, develops, and implements airport policies and procedures. Consults with commission members, government officials, and airline representatives concerning such matters as development of land and facilities as well as operating rules and procedures for various types of aircraft.

Ensures that operating rules maximize safety considerations, and that proper and adequate training is provided to carry out emergency procedures.

Supervises, through subordinates, the maintenance, technical, and professional staff in carrying out their prescribed functions.

Directs accounting staff in preparation of budget, and monitors expenditures to ensure proper and efficient management of funds.

Inspects and reviews inspection reports of airport facilities to determine long-term development needs in order to meet projected increases in traffic volume with improved efficiency.

Directs studies on noise abatement to minimize complaints of excessive noise from operations and low flying aircraft while maintaining high standards of safety.

Represents airport before civic and community groups as well as government agencies.

Negotiates with airlines, car-rental agencies, restaurants, and shop owners concerning leases and operation of sub-contract facilities.

### **III.     JOB QUALIFICATIONS:**

Bachelor's degree in business, public administration, or closely related field.

At least five years of experience in airport administration in positions which show increasing degrees of responsibility.

Experience should include at least three of the following areas:

Budget preparation and long-range planning  
Operations' supervision and administration  
Airport maintenance and property management  
Public relations  
Capital project administration.

An FAA pilot's rating is highly desirable.