



## NOTICE OF VACANCY

**Title:** Airport Manager  
**Salary:** \$41,876.85  
**Department:** Daniel Field  
**Reports to:** General Aviation Commission

**Overtime:** Exempt  
**Closing Date:** 08/17/2009  
**Job Grade:** 50

**GENERAL SUMMARY:** Plans, directs, and controls operations of Daniel Field Airport within the guidelines of local, state, and federal laws and regulations, ordinances, policies, and procedures. Reports to the General Aviation Commission and works with co-workers, the public, and federal, state, and local officials to ensure safe operation of the airport.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Implements policy decisions of General Aviation Commission for Daniel Field.
2. Ensures safe ingress and egress for aircraft using Daniel Field.
3. Plans, programs, analyze, and supervise projects related to land use of the airport.
4. Maintains safety rules and regulations and periodic traffic log of airport use.
5. Develops and prepares financial budget, periodic reports, and negotiates leases and contracts.
6. Initiates and coordinates grants among local, state, and federal agencies and public relations programs involving Daniel Field.
7. Maintains receipts of rental income.
8. Orders and maintains inventories of materials and supplies.
9. Implements & maintains airport security program

### REQUIREMENTS

**Education:** BA/BS in related occupational field of study or equivalent experience.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of airport management, general management, finance, and marketing.
- Familiarity with policies, procedures, and regulations governing airport operations.
- Proficiency in management, supervision, and interpersonal communication.
- Mastery of attention to details.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Ability to perform minor maintenance desired.
- Pilot's license desired.
- May supervise and/or train designated subordinate department personnel.

**Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.**

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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Americans with Disabilities Act (ADA) and Section 504 Accommodations

Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789