

AIRPORT EXECUTIVE DIRECTOR

The Valdosta-Lowndes County Airport Authority has an opening, at Valdosta Regional Airport, for position of Authority Executive Director and Manager serving under and reporting to the Authority. Valdosta Regional Airport is a non-hub Part 139 airport served by Atlantic Southeast Airlines. Director shall be responsible for and have such powers as are necessarily incident to the operation, management, maintenance and promotion of all Airport activities and other duties as may be prescribed and granted by the Authority. Director shall maintain a harmonious and productive working relationship with the Authority; City, County, State and Federal agencies; US Air Force and Moody Air Force Base; Airlines; Fixed Base Operators and all other businesses at the Airport; Information Media; Airport employees. Position requires a college degree in aviation management, public administration, business or related fields. Experience should consist of aviation management including supervision; computer facilities; pilot experience highly desirable. Salary and Benefits negotiable. Send cover letter outlining reasons for seeking position, salary history including current salary, salary requirements and resume to arrive no later than 4:00 p.m., Friday, October 15, 2010 to the

Director Selection Committee
Valdosta Regional Airport
1750 Airport Road, Suite 1
Valdosta, GA 31601
FAX to (229) 245-8153



CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: EXECUTIVE DIRECTOR/AIRPORT MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to execute the directions of the Valdosta-Lowndes County Airport Authority by acting in the capacity of Executive Director/Airport Manager for coordination of the operations, safety, security, and enforcement of rules/regulations at the Valdosta Regional Airport.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, oversees and performs the daily operations, maintenance, and administration of the airport facility which includes planning, organization, and supervision to assure safe and efficient operations.

Coordinates and supervises enforcement of airport traffic and safety regulations; ensures compliance with Federal Aviation Administration (FAA) regulations, aeronautical guidelines, and all other applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Prepares, implements, and monitors the airport operational and capital budgets.

Supervises all full-time, part-time, and seasonal staff, including performance evaluations.

Interprets and enforces federal, state, county, and local rules and regulations which govern the Airport.

Negotiates and administers leases and concession agreements with Airport tenants.

Implements the Valdosta Regional Airport Master Plan.

Respond to the public and City/County officials on noise and other related Airport issues.

Enforce Airport rules and regulations and minimum operating standards.

Evaluates weather, ground, and runway conditions to determine safe operating conditions and temporary closures.

Conducts inspections of Authority owned facilities as needed.

Valdosta Regional Airport • Airport Manager

Promotes airport development through marketing activities to maintain existing tenant base as well as to attract and build the tenant and industrial base through ongoing development of the Airport.

Plans, markets, implements, and administers any fly-in and other special events and activities.

Plans, organizes, coordinates, and implements the ongoing capital improvement program for the Airport.

Supervises construction and improvement projects, including acting as project manager with private or outside contractors.

Provides effective, professional leadership, positioning the Valdosta-Lowndes County Airport Authority to meet the community's current and future Airport needs through appropriate technologies and services.

Plans, implements, and monitors short- and long-term operating goals for growth, development, and facility management.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

On call to respond to emergency situations.

Performs other related duties as required.

Operates a motor vehicle to conduct work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, or filing documentation.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Aviation Management (Master's degree preferred) or closely related field; supplemented by five (5) years previous experience and/or training involving airport operations, airport safety and security, and program coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, bright/dim light, toxic agents, or violence.

Valdosta-Lowndes County Airport Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Airport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.