

Job Opportunities

Airport Manager

Type: Full Time

Salary/Pay Rate: DOQ

Posted Date: 6/16/2010

Job Opening: Airport Manager

The Jackson County Government is seeking qualified applicants for a full-time Airport Manager for the Jackson County Airport. This position reports to the County Manager in conjunction with the Airport Authority. The Airport Manager is responsible for the operations and administration of the airport in accordance with local, State, and Federal regulations.

Qualified applicants must have a Bachelor's Degree in Business, Public Administration, Aviation Management or closely related field and a minimum of five (5) years of progressively responsible experience in airport, aviation or business operations management. A complete job description is listed below. Salary is DOQ.

Interested candidates may submit resumes with salary requirements to resumes@jacksoncountygov.com. Recruitment open until filled.

Only candidates being considered for the position will be contacted.

Jackson County is an Equal Opportunity Employer and a Drug-Free workplace. A pre-employment drug screen is required.

Jackson County (E-Verify # 67449) is committed to compliance with Federal and State laws requiring that the County only hires workers who are lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization) without discrimination. As such, the County participates in the E-Verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying the employment eligibility of all newly-hired employees. Our participation in the E-Verify Program does not exempt us from the obligation to obtain a complete Form I-9 from every person we hire.

Posted 06/16/2010

JACKSON COUNTY, GEORGIA

Airport Manager

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee, plan, supervise, and coordinate airport operations and related facilities. Manages, organizes, and participates in the operations, maintenance, development, and administrative activities of the airport. Serves as a member of the County management team and the Airport Authority. Provides leadership for all airport related activities. Designs and implements new revenue opportunities for the facilities to attain the long-term goal of self-sufficient operations. Plans airport improvements to foster growth and increased economic potential for the Airport and the County. Seeks and secures federal and state funding for future capitol improvements. Presents and encourages flight training to develop new pilots. Works to increase the number of aircrafts based at the airport to increase taxation.

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.

Oversees, plans, supervises, and coordinates airport operations and related facilities; manages, organizes, and participates in the operations, maintenance, development, and administrative activities of the airport; manages daily operations of the airport;

Ensures the airport environment including the runway, taxiway, lighting, and navigational aids are operational and safe per federal aviation administration standards (FAA); conducts or organizes routine inspections of all airport facilities; ensures airport users are complying with airport rules and regulations; evaluates weather, ground, approach and runway conditions to determine safe operating conditions; notifies the Federal Aviation Administration Flight Service Station promptly of all conditions affecting the safe use of the airport.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; creates work orders or directs others to make routine repairs, replacements and improvements.

Prepares, develops and submits for approval the operating budget for the airport facility; monitors budgetary activities, controls spending, and ensures compliance with budgetary guidelines and regulations; creates requisitions or purchases small equipment and supplies; designs and implements new revenue opportunities for the facilities to attain the long-term goal of self-sufficient operations; recommends purchase of new equipment and other expenditures exceeding Airport Manager authority.

Ensures airport fueling operations are continuously operational; tests fuel for contaminants and maintains quality assurance/quality control reports; calculates fuel prices to maintain competitive status with surrounding airports; advertises and promotes fuel prices to attract more business to the airport.

Serves as a member of the County management team and the Airport Authority; provides leadership for all airport related activities.

Plans for airport development and improvements to foster growth and increased economic potential for the Airport and the County; oversees and directs the work of outside consultants to design airport improvement projects; reports status of improvements to the Jackson County Airport Authority, Jackson County Board of Commissioners, and Jackson County Manager.

Seeks and secures federal and state funding for future capitol improvements; works to increase the number of aircrafts based at the airport to increase taxation; initiates funding applications for submission to the FAA and GA Department of Transportation; prepares grant proposals, follows-up on requests, and maintains compliance with grants regulation when funds are secured.

Creates and implements strategic, business and marketing plans for the airport and participates in the development and implementation of goals, objectives, policies, and priorities for short and long-term operational activities.

Conducts negotiations and administers contracts, leases, agreements, permits and other transactions with fixed-based operations, public and private agencies as well as individual parties.

Performs promotional activities to the flying public through published articles, special events, and other outlets; serves as a tour guide to school groups and other groups visiting the airport; receives, investigates and resolves complaints, issues and concerns from airport users.

Conducts investigations and reports aviation accidents to the FAA, National Transportation and Safety Board (NTSB), and local law enforcement; works to prevent accidents and maintain safety at the facility.

Presents and encourages flight training to develop new pilots; serves as a flight instructor to aspiring pilots.

Performs routine administrative and office related tasks; attends manager meetings; receives and responds to inquiries regarding aviation; maintains airport operation files; prepares agendas for Airport Authority meetings; attends Board of Commissioner meetings; attends aviation functions and continually increases knowledge of trends in aviation; maintains record of supplies and maintenance work performed on the airport and a complete inventory of all airport equipment.

Reviews, receives, prepares, and processes a variety of reports, documents, and correspondence including airport improvement plans, fuel sales reports, budget reports, Transportation Security Administration Intelligence, weather information, budget and financial documents, lease agreements, grant requests, airport operations reports, rules and regulations, and related information.

Operates a personal computer, phone system, communication system, copier, fax machine, and other equipment as necessary to complete essential functions; operates a tractor, bus hog, transformers, runway lights, and related machinery or equipment to maintain the airport facility; utilizes various software programs to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Aviation Management or closely related field and a minimum of five years of progressively responsible experience in airport/aviation operations management providing thorough knowledge of emergency procedures and aircraft safety techniques, knowledge of business, financial and economic development planning and implementation, knowledge of grants process, funding, facility leasing and contracts negotiation/administration, knowledge of Federal Aviation Administration (FAA) guidelines, local airport operations guidelines and Notice to Airman program and system, knowledge of the operation and maintenance of aircraft, fueling trucks, pumps, mobile refuelers, airport lighting, navigational aids and other related equipment used at airport; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be a licensed pilot with FCC license and have possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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: Tasks may require exposure to such environmental conditions as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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