

REPORTS TO: Athens-Clarke County Manager

FLSA STATUS: Exempt - Executive

CLASSIFICATION: Regular Non-Merit; Serves at the discretion of the Manager.

PAY GRADE: 33

SAFETY SENSITIVE: Yes; Subject to random drug testing per the Athens-Clarke County Drug and Alcohol Ordinance.

Purpose of Job

The purpose of this job is to plan, direct and manage the day-to-day operations of the Athens-Clarke County Airport and serve as the principle policy advisor to the Airport Authority. Duties and responsibilities include, but are not limited to, interacting with Authority members and other parties to provide direction, enforcing all FAA rules and regulations, negotiating contracts for airport facilities, resolving operation problems, conducting research projects, ensuring safety and services are maintained with a high level of accuracy and compliance for the Airport, and performing additional tasks as assigned.

Job Related Requirements

WORK SCHEDULE: Emergency position, evening and weekend hours, and Seasonal UGA games both home and away.

May be required to work on religious holidays.

Regular and predictable attendance is required.

Must work cooperatively with others.

When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by ACC's safe driving policy.

Emergency Position

This position is designated as an emergency position that requires your attendance at work under all types of emergency conditions. Some examples of emergencies include inclement weather, utility failure, fire or other forced evacuations or as determined by the Manager.

MINIMUM TRAINING & EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Bachelor's Degree in Aviation Management or related discipline and five years of aviation management or airport operations experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Five years of supervisory experience is required.

Must possess a valid driver's license.

Master's degree preferred.

ESSENTIAL DUTIES, RESPONSIBILITIES:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans and directs the administration of the Athens-Clarke County Airport; supervises and evaluates assigned staff, interviews; makes hiring decisions; handles all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals.

Directs the planning, development, construction, improvement, maintenance, administration and operations of the Athens-Clarke County Airport; solves operation problems, inspecting, reporting and acting to remedy operational deficiencies.

Enforces all Federal Aviation Administration rules and regulations to assure a safe working environment.

Functions as liaison for Airport Authority, providing technical and administrative assistance, negotiating terms of contracts for the use of airport facilities and makes recommendations for approval to the Airport Authority; attends Airport Authority meetings, preparing agendas and making presentations.

Reviews request for proposals and grant applications; makes recommendations to the Airport Authority; prepares enterprise budgets and five-year Capital Improvement programs.

Directs the development of commercial airline service, promotes service to community and regional customers, and assists with the general marketing of the airport.

Negotiates terms of contracts for the use of airport facilities and makes recommendation for approval to Airport Authority; prepares lease documents; reviews local and federal leases.

Organizes, coordinates and implements emergency training with public safety departments, emergency management, hospitals, the Red Cross, etc.; conducts mock disaster exercises.

Develops and maintains good working relations with Airport Authority members, pilots, lawyers, engineers, and agencies at the federal and state level to ensure a safe working environment.

Approves all purchases for the airport; writes specifications for airport equipment; approves facility maintenance needs; approves contractor expenditures; conducts telephone bids for supplies and materials.

Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of the Athens-Clarke County government and the operations, administration and functions of the Airport.

Knowledge of established management; human resource management/personnel; and financial practices, policies and procedures as necessary in the completion of daily responsibilities.

Knowledge and ability to keep abreast of changes in all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Knowledge of Federal Aviation Administration rules and regulations, airport administration and relevant state laws, rules and regulations.

Knowledge of commercial airline business development.

Knowledge of and proficiency with the use of computers.

Knowledge of emergency management techniques and budget preparation.

Knowledge of interviewing techniques, listening and communication skills.

Knowledge of techniques used in grant administration.

Ability to develop and administer policies, procedures, plans and activities and to monitor the performance of subordinates against measured established goals.

Ability to develop and administer operations and staff plans and objectives for the expedience and effectiveness of the specific duties of the position and to develop and implement short and long-term goals for the department in order to promote effectiveness and efficiency.

Ability to effectively communicate and interact with subordinates, management, employees, the media, members of the general public and all other groups involved in the activities of the Athens - Clarke County government as they relate to the Airport.

Ability to assemble information and make written reports and documents in a concise, clear and effective manner.

Ability to use independent judgment and discretion in managing subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

Ability to comprehend, interpret, and apply regulations, procedures, and related information.

Ability to handle the required mathematical calculations. Ability to communicate both orally and in written form.

SUPPLEMENTAL INFORMATION:

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a personal computer, calculator, fax machine, telephone, refuelers and Unicom Radio. Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently. Physical demand requirements are at levels of those medium work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving / receiving assignments and/or directions.

LANGUAGE ABILITY: Requires the ability to read a variety of reports, time sheets, request for proposals, manuals, maps and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare reports and correspondence using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including engineering, legal, counseling, accounting, mechanics, personnel and marketing terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize and determine percentages; interpret graphs; compute discount, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots and polynomials; and perform statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, factor analysis and econometrics.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with various tools and meters.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using a variety of machinery and equipment including a personal computer, calculator, fax machine, telephone, refuelers and Unicom Radio. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as a personal computer, calculator, refuelers and Unicom Radio. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.
