



BIRMINGHAM-SHUTTLESWORTH INTERNATIONAL AIRPORT

The Birmingham Airport Authority invites applications for

Human Resources Administrator

Birmingham-Shuttlesworth International Airport (BHM)

Birmingham, Alabama

Executive Search Services Provided by ADK Consulting & Executive Search



The Airport

The **Birmingham-Shuttlesworth International Airport** (BHM) is Alabama's largest airport serving the Greater Birmingham area and surrounding Southeastern cities. BHM offers over 100 daily flights to 18 airports in 15 cities throughout the United States and presently ranks in the country's top 100 airports in terms of passengers served annually. BHM served over 2.4 million passengers in 2016.

BHM is owned and operated by the Birmingham Airport Authority, an independent authority autonomous from local government. The Authority is responsible for the day-to-day operations and long-term planning for the airport. It is governed by a 7-member Board of Directors that sets policy, approves the budget, and hires the airport's President / CEO.

There are approximately 150 full time positions at BHM supporting a FY 2018 operating budget of just over \$45 million in revenues. BHM served over 2.6 million passengers in 2016 with more than 94,000 aircraft operations. Additional activity at BHM includes two cargo facilities, one FBO, and an Air/Army National Guard facility. The airport is host to over 100 leasing tenants and 4000 total employees.

The five-year capital improvement program for the Authority (2018-2023) has estimated expenses of nearly \$151 million. In 2014, the Birmingham Airport Authority completed its most significant terminal modernization project to date at \$201.6 million.

Most recently, BHM terminal achieved LEED Gold certification for a new construction project.





The City of Birmingham

The Community

People who live in Birmingham enjoy the diversity - in entertainment, cuisine, the arts, nightlife, and the great outdoors. The variety brings visitors back time and again. The Birmingham metropolitan area has consistently been rated as one of America's best places to work and earn a living based on the area's competitive salary rates and relatively low living expenses. As the largest city in Alabama, diversity is its greatest strength and strongest appeal, with cultures that are all a part of the charm and intrigue that is Birmingham.

The city of Birmingham played a pivotal role during the era of the Civil Rights Movement. The famous Civil Rights Institute opened in 1992 attracts tourists worldwide and empowers people of all cultures to understand the legacy of human rights.

Birmingham enjoys a balance of manufacturing and service-oriented jobs. The city ranks as one of the most important business centers in the South East and is also one of the largest banking centers in the United States. It also serves as headquarters to one Fortune 500 company and five Fortune 1000 companies.

Spectator Sports – A modern city surrounded with sports history and enthusiasm, Birmingham packs the house for some of the South's most premier sporting events. In professional sports, the Class AA Birmingham Barons have one of the proudest traditions in baseball. The team plays at Regions Park, one of the premier stadiums in minor league baseball. The Regions Park is also home to the Southeastern Conference Baseball Tournament. In basketball, Birmingham is the location of NCAA March Madness first and second rounds and is headquarters of the Southeastern Conference, one of the major U.S. collegiate athletic conferences. College football dominates sports in Birmingham. UAB, which fields a major college basketball and baseball team, also has a Division 1A football program. The team plays at Legion Field. College athletics also play an important role on the campuses of Birmingham- Southern College, Samford University, and Miles College. Motorsports are also very popular in the Birmingham area and across the state, and the area is home to numerous annual motorsport races.

Outdoor Activities – Birmingham's four distinct seasons provide the perfect backdrop for a range of outdoor activities including running, cycling, fishing and of course, golfing. Fishermen appreciate that Birmingham was named "Bass Capitol of the World" by ESPN and Bassmaster magazine. Birmingham's weather is a lure for golfers as well as the handsome and challenging public golf courses. With the development of the state's Robert Trent Jones Golf Trail, Alabama became the Godfather of Great Golf, with Birmingham having two courses along the trail.



The Community - Things to Do

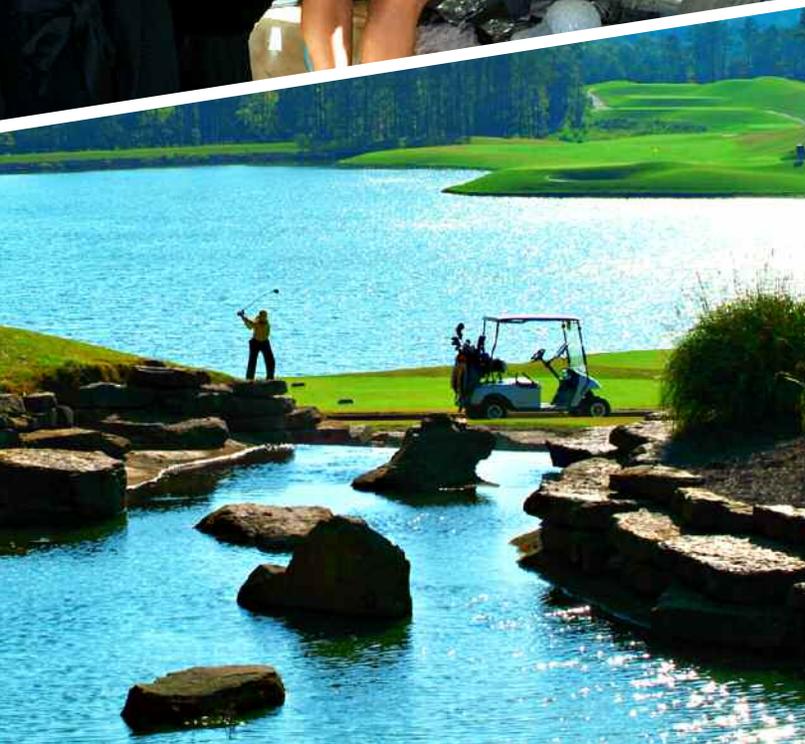
Dining in Birmingham – Just remember that Birmingham is home to "the Oscars of dining" with James Beard Foundation Award winners and nominees and has won awards from Gourmet, Bon Appétit, and Esquire magazines. People come from around the Southeast to dine at chef-owned restaurants across the city. Renowned NYC mega-restaurateur Danny Meyer named Birmingham in an interview in New York Times when asked about up-and-coming food cities.

Entertainment – When the sun goes down in Birmingham, the fun is just beginning. From intimate clubs to world-class music halls, people discover that no matter where they go in the city, live entertainment is always right around the corner. And with live theatre, nationally known musical acts and orchestral performances, Birmingham gets even better after dark. Legendary jazz greats are immortalized in the Alabama Jazz Hall of Fame. At the McWane Science Center, you have four floors of hands-on exhibits and an IMAX Dome Theatre to experience. The Birmingham Museum of Art has one of the finest collections in the Southeast. The Alabama Symphony Orchestra has entertained audiences for more than 70 years, playing a variety of classical and popular compositions and hosting performances by some of the finest international guest artists. And for ballet enthusiasts, there is the Alabama Ballet and the Birmingham Ballet.

Shopping – The area's antique shops are becoming places of legend in upscale lifestyle magazines around the county. Trendy malls have taken root all over the area. The Summit is one of Birmingham's trendiest shopping destinations with high end retailers. Dozens of new art galleries surprise enthusiasts and collectors with a wide variety of paintings, sculpture, jewelry, ceramics, fine and funk art.

Parks – The Birmingham Zoo is a large regional zoo with more than 700 animals and a recently opened interactive children's zoo. The Birmingham Botanical Gardens is a 67-acre park displaying a wide variety of plants in interpretive gardens, including formal rose gardens, tropical greenhouses, and a large Japanese Garden. It is complemented by Hoover's 30-acre Aldridge Botanical Gardens, which offers a place to stroll, and is to add unique displays in coming years. Splash Adventure in Bessemer serves as the Birmingham area's water park, featuring numerous slides and water-themed attractions.





The Community - Accolades

Like most cities, Birmingham has its own list of largest, greatest, oldest places and things to brag about. Here are a few:

- Southern Living, the nation's most successful regional magazine, is published in Birmingham.
- The University of Alabama at Birmingham's University Hospital is among the world's top kidney transplant centers.
- In 1995 Mercedes Benz chose Birmingham for its first assembly plant outside Germany to produce the popular M-Class All-Activity Vehicle.
- Birmingham is known as the founding city for the recognition of Veterans Day and hosts the nation's oldest and largest Veterans Day celebration.
- Birmingham is home to the nation's oldest baseball park, Rickwood Field, which opened in 1910 and hosted baseball greats such as Jackie Robinson, Ty Cobb, Babe Ruth, Lorenzo "Piper" Davis, Willie Mays and "Shoeless" Joe Jackson.
- Birmingham has one of the "Top Ten Bars Worth Flying For," according to GQ Magazine. The article lists the top ten bars in the world, among them "The Garages" in Birmingham for its eclectic authentic charm.
- Birmingham is home to the Magic City Classic football game. The Alabama A&M University Bulldogs of Huntsville and the Alabama State University Hornets of Montgomery meet annually in Birmingham. This is the largest historically black college football rivalry in the country.
- TIME magazine named Birmingham's Sidewalk Film Festival among its choices for "Film Festivals for the Rest of Us." Says TIME: "The September fest in the theatre district of Birmingham... is an industry favorite."
- Bon Appétit magazine named Birmingham's Hot & Hot Fish Club among the "Great Neighborhood Restaurants in the South."
- Birmingham's Ruffner Mountain, just ten minutes from downtown, is the second largest urban nature preserve in the country.

The Position

Reporting to the Director of Administrative Services, the Human Resources Administrator manages and organizes a comprehensive human resource management program for the Airport Authority by planning, developing, recommending and implementing programs which include recruitment, compensation, benefits, appraisals, training, discipline, etc.

The Human Resources Administrator:

- Promotes fair working conditions and enhance employees' morale and minimizes Authority's exposure to law suits by developing, updating and communicating Airport Authority personnel policies.
- Manages the compensation program by monitoring, updating policies, assuring that raises are timely and accurate, by conducting and participating in surveys and recommending salary ranges.
- Promotes employee welfare by planning, directing and participating in the implementation and administration of an employee benefit program, recommending changes or modifications to existing benefit structure as legal, fiscal or other conditions dictate.
- Contributes to the effectiveness of the Human Resource and Compensation Committee and the Authority Board by researching and drafting agenda items on personnel related issues.
- Manages and directs the performance appraisal program by developing program, training staff and distributing tool on a timely basis.
- Develops and implements a comprehensive employee record keeping system by maintaining personnel files and formulating and maintaining computer programs for storing personnel information, monitoring personnel activities and reporting.
- Communicates and interprets Authority policies and benefits to employees by drafting letters, policies and memos, meeting, discussing, and counseling.
- Manages Authority's recruitment activities by consulting with Department Heads and supervisors, advertising, reviewing resumes and applications and recommending applicants for interviews.
- Performs various functions as required and as directed by the Director of Administration Services and the President/CEO.

For a full job description, [click here](#).





Qualifications

Qualifications for this position include:

- Four-year degree from an accredited college or university in Business Administration, Public Administration, Personnel Management, Industrial Psychology or directly related field that provides the appropriate level of knowledge and exposure necessary.
- Thorough working knowledge of regulations, laws, and requirements that correlate to administering the human resources functions of a commercial service airport.
- A personal, criminal, and employment background check is required for this position.
- Eligible to work in the US.

Salary & Compensation

The salary range for this position is **\$63,263.00-\$94,895.00** with an attractive benefits package.

How to Apply:

A. Please submit, both a cover letter and résumé. We require your files to be submitted as PDF documents.

We prefer that you send both your cover letter and résumé as one combined document. *Please do not send your cover letter in the body of an email.* Send your PDF files to ADK Executive Search at: **BHMHR@adkexecutivesearch.com**

B. Please complete the ADK employment application form at: [ADK Application Form](#) (this is a secure link)

Filing Deadline: Monday, October 16, 2017

Only complete electronic submissions will be considered.

Email questions to: **BHMHR@adkexecutivesearch.com**