



King County

King County International Airport/Boeing Field

Airport Division Director Job Description

Title: Airport Division Director

Reports to: Department Director

General Summary of Responsibilities:

About the Division

King County International Airport (KCIA)—also known as Boeing Field (BFI)—is one of the busiest primary non-hub airports in the nation. Just four miles south of downtown Seattle, it averages around 200,000 operations (takeoffs and landings) each year. In 2001, it was named by the National Air Transportation Association as one of the “100 Most Needed Airports” in the United States. It is financed by airport tenants’ and customers’ fees, and receives no general tax revenues.

BFI ranks among the most successful public investments in state history. The airport’s annual economic impact is \$3.5 billion - supporting over 16,000 jobs and providing \$1.8 billion in labor income in the county. The airport’s 150 tenant businesses also directly support over 5,000 jobs in the local economy.

The airport serves small commercial passenger airlines, cargo carriers - including UPS and DHL, private aircraft owners, helicopters, corporate jets, and military and other aircraft. It is also the final delivery center for the Boeing Company’s 737 and serves as its military flight center (including AWACS flight production) along with other Boeing operations. The Museum of Flight is located there, with its wide variety of aircraft and exhibits showcasing aviation history. It is frequently host to celebrities and dignitaries, including the President of the United States, who prefer Boeing Field because of its proximity to downtown Seattle and other commercial areas.

The successful candidate will provide collaborative leadership and a clearly articulated vision for a division responsible for managing the airport. BFI is owned by King County and managed by the Aviation Division of the King County Department of Transportation. With its two runways (3,710 feet and 10,001 feet in length) and four fixed-base operators, BFI provides all the facilities and services necessary to support jet and propeller-driven aircraft and helicopters. BFI is an FAA designated General Aviation (GA) Reliever for Sea-Tac Airport and averages approximately 200,000 operations annually. BFI is one of the busiest general aviation airports in the country - used by aircraft of all sizes and types, and filling a wide range of commercial and recreational needs. BFI receives no general tax dollars and is financed by rents, fees and FAA grants for capital investment in the airport’s facilities.

The daily operational needs of the Airport Division require a high level of management, communication, fiscal, labor relations, and organizational skills. The successful candidate will lead BFI's 45 employees in the delivery of its \$16 million annual operating program and \$40 million six year capital investment plan. Division responsibilities include providing a base for approximately 150 businesses, including air cargo companies, flight schools, charter operations, and helicopter services. Other tenants include hundreds of small aircraft owners who use planes for recreational and business purposes. This position serves on the King County Department of Transportation management team and advises the King County Executive's Office on key matters of political and financial consequence to the division.

BFI's top six strategic goals include:

- Goal 1: Support economic vitality in the region
 - a) Boeing retention
 - b) Property development
 - c) Decision tools
 - d) Economic development

- Goal 2: Financial performance
 - a) Value pricing
 - b) Cost containment
 - c) Cost recovery
 - d) Financial targets

- Goal 3: Maintain a world class facility
 - a) Facility investment
 - b) Customer service
 - c) Security and safety

- Goal 4: Organization development and capacity
 - a) Invest in organizational capacity
 - b) Align structure with goal
 - c) Focus on continuous improvement

- Goal 5: Environmental stewardship
 - a) Noise impacts and mitigation
 - b) Climate change
 - c) Environmentally sensitive design

- Goal 6: Communications and community partnerships
 - a) Transparency
 - b) Stakeholder engagement
 - c) Participation in airport industry groups
 - d) Neighborhood and community

King County government is committed to ensuring that our county is a place of opportunity and fairness where all people thrive. To learn more about our Equity and Social Justice Initiative, please visit www.kingcounty.gov/equity.

Field Code Changed

King County values diverse perspectives and life experiences. The Department of Transportation encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

The Ideal Candidate:

The ideal candidate for the position of Airport Division Director will be an experienced manager who can impart strong visionary leadership that anticipates the role for the division as a premier provider of choice for general aviation services. The Division Director must be capable of articulating and achieving the strategic direction for the airport based on a thorough analysis of regional, county, and division business needs and development of specific plans necessary to achieve that vision.

To be successful in this position, the individual selected must demonstrate an astute political understanding of the nuances of airport operations when developing strategies to work with and meet the business needs of airport tenants and interjurisdictional relationships. Due to the high visibility of aviation-related projects and the impact on many citizens, this position must effectively manage competing community-based and political interests where projects have far-reaching political implications. The Division Director serves as an advisor and consultant to county elected officials and other jurisdictions on aviation-related policy issues and represents the county in multi-jurisdictional forums.

The Division Director must understand that he or she is not the sole decision-maker and that strong relationships must be cultivated with a variety of internal and external stakeholders. With the many responsibilities, projects, and initiatives the division must achieve, the Division Director must skillfully operate in a dynamic and political environment where issues and priorities are dynamic. The Division Director will be an innovative and engaging leader with recognized judgment, objectivity, and integrity. She or he will have a commitment to achieving solutions and results, while working with and across the organization to obtain those results.

Job Duties:

Provide collaborative leadership and a clearly articulated vision for a division responsible for managing BFI and that embraces, advances and provides direction in employee engagement, development and inclusion for a diverse workforce.

Foster a culture of innovation and sustained change with an ability to lead stakeholders through development and implementation of new services and processes

Direct daily operational needs of the Airport Division requiring a high level of communication, fiscal management, labor relations, and organizational skills to effectively lead division

employees, manage an appropriated biennium operating budget of \$32 million and a \$40 million six-year capital improvement program.

Oversee management of approximately 45 employees in a highly unionized environment.

Manage a senior level leadership team responsible for airport operations; runway design and construction; emergency response; intergovernmental and community relations; and administrative services.

Serve on the King County Department of Transportation management team and advise the Department Director and King County Executive's Office on key matters of political and financial consequence.

Cultivate strong relationships with a variety of internal and external stakeholders of the airport.

Effectively manage competing interests where division initiatives have far-reaching implications.

Job Requirements:

Progressively responsible work directly related to the duties of this position including at least five years airport senior management and operations experience including fiscal management, economic business development, technical airport operations, maintenance and procedures; and administrative and field operations; OR any combination of education and experience that clearly demonstrates the ability to perform the scope of job duties.

Demonstrated ability to provide the division with progressive and visionary leadership necessary to anticipate the long-term business needs for the region and to achieve the division's vision, mission, goals and strategies.

Experience in managing competing community-based and political interests where far-reaching political implications while meeting the challenges of being a recognized leader and provider of regional general aviation services.

Ability to analyze and anticipate problems and provide proactive and results-oriented solutions that meet critical business needs of the division. Able to distill complex issues to inform decisive and timely solutions to problems and issues.

The ability to be innovative, turn a strong vision into reality, and have strong strategic planning, project management, and creative problem-solving skills.

Experience in Lean or other continuous improvement practices with demonstrated experience instilling and inspiring a continuous improvement environment and ethic in the workforce.

Excellent judgment and decision-making skills with the confidence and ability to make and execute decisions effectively in a timely and inclusive manner.

Ability to respond to situations that receive media attention and the experience to function as the key spokesperson in communicating the division position with a variety of audiences that include the county council, key stakeholders, community groups and the media.

Exceptional leadership ability with demonstrated success in developing and motivating staff, building employee morale, and leading by example whereby employees are empowered to make sound judgments and work cooperatively to overcome internal factions and external challenges.

Communicates effectively, orally and in writing, with exceptional community and presentation skills across a wide spectrum of audiences.

Special Requirements

Must possess (or be able to obtain) a valid Washington State driver's license or have alternative ability to attend meetings, including evening meetings, at various locations, which may not be easily accessible by public transportation. The selected candidate will be required to complete a Board of Ethics' Statement of Financial and Other Interests.

Salary and Compensation

The salary range is \$112,393 - \$142,464 depending upon relevant knowledge, skills, abilities and experience. King County employees compensated at the top of the range are eligible for a 5% merit increase over the top of the range dependent upon performance and subject to annual review.

We offer our employees competitive compensation and benefit packages including great retirement plans, generous paid time off, employer-paid medical and dental coverage, insurance benefits, long-term disability insurance options, pre-tax health care reimbursement account, employee assistance program, deferred compensation program, and more. Learn more about our benefits here: www.kingcounty.gov/jobs/benefits.aspx

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