



Executive Director

Metropolitan Airport Authority

Revised: January 14, 2018

Unit: None

Classification: Exempt

Status: Full Time

Reports to: Board of Commissioners through the Chair

Supervises: All Airport Authority staff members either directly or indirectly for both Quad City International Airport and QCIA Airport Services, L.L.C.

SUMMARY

The Executive Director is responsible for the overall business and financial administration, planning, operations, and development of the Quad City International Airport and is responsible. The Executive Director is the Chief Executive Officer (CEO) of the airport and work is performed under the general direction and in close coordination with the Board of Commissioners through the Chair of the Board. The Executive Director exercises considerable independent and responsible judgement and provides oversight, coordination, direction and development of Airport Strategic Plan, Airport Layout Plan, business policies, and procedures and ensures compliance with the by-laws of the Metropolitan Airport Authority. The nature of the work performed requires that an employee in this position establishes and maintains effective working relationships with Federal, State, and local officials and the public. The Executive Director also serves as President of QCIA Airport Services, LLC and is responsible for management, planning and operations of the LLC.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as the Board of Commissioners may be deemed necessary from time to time.

- Identifies, develops, and recommends airport policies and procedures in coordination with the Board of the Commissioners to ensure a safe, efficient, and profitable operation that addresses the community's needs and interest and are reflective of accepted industry standards and best business practices.
- Prepares agenda, discussion items and recommendations for Board of Commissioners.
- Identifies and implements strategic goals and objectives of the airport providing direction and leadership toward the achievement of the airport's philosophy, mission, and strategy.
- Provides leadership in developing organizational, program and financial plans with the Board of Commissioners and the staff and ensures effective implementation of plans and policies.
- Ensures that programs and services offered by the airport contribute to the organization's mission and reflect the priorities of the Board.
- Participates in long and short-range planning of airport facilities and predicting aviation needs to formulate recommendations for improvements and development of the airport facilities and services.
- Provides overall leadership to the organization and is responsible for the recruiting, training, directing, motivating, and evaluating professional, technical, and administrative staff employed by the Authority.
- Ensures labor relations and labor agreements are positive, constructive, and effective.

- Directs and negotiates business contracts, service agreements and tenant leases in consultation with legal advisors and assures compliance with all legal instruments.
- Promotes and develops the Quad City International Airport and its facilities to the surrounding communities and businesses.
- Serves as primary liaison and immediate point of contact to Federal Aviation Administration, Transportation Security Administration, Customs and Border protection, air carriers, tenants, contractors, and local, state, and federal law enforcement agencies.
- Interprets and enforces federal, state, and local laws, ordinances, rules, and regulations governing airport operations and development, including FAA and TSA requirements.
- Ensures healthy financial position of the airport, closely reviews revenue, expense, investment, and debt management opportunities, and ensures a comprehensive operating and capital budget is developed, monitored, and maintained; and ensures the preparation and delivery of periodic financial reports to the Board of Commissioners.
- Actively solicits and obtains, to the greatest degree possible, federal, state, and local grants, funds, and equipment to develop and enhance the Quad City International Airport and maintain its stature as a modern, safe, and efficient facility.
- Establishes and fosters relationships with key constituent groups to ensure that the Airport Authority's interests are coordinated with stakeholders, airlines, travelers, the business community, various levels of government, the tourism industry, the convention industry, regulators, and the public. Represents the Authority in community, industry, and governmental meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience and/or Training

Bachelor's degree in business, public administration, aviation management or related field and full-time senior level airport administration experience, or equivalent combination of formal education and appropriate related experience that provides the necessary knowledge, skills, and abilities to perform the duties. Professional certification as an Accredited Airport Executive (AAE) or International Airport Professional (IAP) is a plus.

Required Knowledge, Skills, and Abilities

- Thorough working knowledge of regulations, laws, and requirements that correlate to administering the administrative functions of a commercial service airport.
- Thorough knowledge of the principles of supervision, management and administration.
- Thorough knowledge of Federal, State, and local airport safety and security regulation.
- Thorough knowledge of principles of budget preparation.
- Knowledge of federal and state governmental grants and financial assistance programs
- Ability to coordinate long term planning efforts.
- Ability to communicate effectively, both orally and in writing, and present conclusions and recommendations clearly and logically.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to exercise sound, expert independent judgment within general policy guidelines
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Required Special Qualifications

- Ability to pass a post-employment offer physical examination and drug screen
- Ability to pass a background investigation to obtain unescorted Airport Identification/Access privileges
- Ability to operate a vehicle and possession on a driver's license valid in the State of Illinois
- Eligible to work in the United States

Physical Demands and Work Environment

See attached position requirements.