

MONROE COUNTY

JOB DESCRIPTION

Position Title: SENIOR DIRECTOR OF AIRPORTS		Reports to: County Administrator	
Position Grade: 128	FLSA Status: Exempt	Class Code: 128-1	W/C CODE: 8810

GENERAL DESCRIPTION

Primary function is to manage the Key West International Airport, and oversee the Management of the Marathon Airport. The Director oversees the Airport's daily operations, plans for future construction projects and environmental studies in conjunction with the FAA, FDOT and other Federal, State, and County agencies.

KEY RESPONSIBILITIES

1. *Supervises administration, maintenance, operations, security, and Airport Rescue Fire Fighters at both County Airports (Key West and Marathon).
2. *Plan and develop improvements and construction projects at both Airports with the County Administrator and Airport consultants.
3. * Supervise all operational activities at both Airports to ensure compliance with leases and FAA, FDOT, and County regulations.
4. *Supervise and implement all FAA Security measures at both Airports. Ensure compliance with all TSA security directives.
5. *Supervise overall maintenance, repair, and cleaning of public terminal buildings.
6. Prepare and monitor budgets for both Airports.
7. *Negotiate leases with Airport users.
8. Supervise and enforce all commercial ground transportation activities at both airports.
9. Coordinate activities of other governmental airport users, i.e. Customs, Immigration, Agriculture, FAA, National Weather service.
10. Supervise special events at the Airports - Airshows, etc.
11. Coordinate airport issues with public and civic organizations.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Airport Management or related field.
<i>Experience:</i>	7 to 10 years minimum amount of prior related work experience.
<i>Leadership:</i>	Determine strategy as well as long range goals for the organization. Design processes, allocate resources, and report to elected officials or the public.
<i>Complexity:</i>	Develop policies, long range plans, and allocate funds. I make decisions that involve multiple priorities, limited resources, and internal and external challenges. Most of my decisions impact the organization as a whole. I report to elected or appointed officials who hold me accountable for the success of the organization.
<i>Decision Making:</i>	Perform work that involves high level issues, processes, or organizational needs. Decisions impact the community at large, most of the staff, or both. Performance is evaluated by elected officials or senior managers based on the outcomes of decisions.
<i>Relationships:</i>	Interact with senior managers, citizens, and elected officials on a regular basis. Principal role in the organization is to ensure that the principals and objectives of the elected officials are implemented in an efficient and effective manner.
<i>Working Conditions:</i>	Regularly make decisions that could lead to major community or organizational consequences if failed to make the appropriate decision at the time. Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Intermittently walking.
<i>On Call Requirements:</i>	On Call 24 hours a day to respond to emergencies at the airports.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____