



The County of San Luis Obispo invites applications for

# Deputy Director-Finance & Administration

San Luis Obispo County Regional Airport (SBP)

San Luis Obispo, California

*Executive Search Services Provided by ADK Consulting & Executive Search*

## The Airport

**San Luis Obispo County Regional Airport (SBP)**, located on the beautiful central coast of California, was established over 75 years ago. It has served civilian and military aviation needs through the decades. It was an auxiliary airfield for the U.S Navy during World War II. Today, SBP serves areas as far north as southern Monterey County and as far south as northern Santa Barbara County.

The airport is owned by County of San Luis Obispo and operated by the Airports Department and classified as a primary non-hub airport. Currently, the Airports Department has approximately 17 full time and part time staff operating in both a union and non-union environment with over a \$5.6 million annual operating budget and a multi-million-dollar capital budget.

A new \$40 million, 56,000 square foot state-of-the-art terminal opened in the fall of 2017. The airport offers convenient access for commercial and general aviation with two runways, an ILS, a control tower, 250 based aircraft and a new passenger terminal.

The Airport owns and manages 65 general aviation hangars along with many other lease sites serving aviation businesses and tenants. Residents and visitors have the choice of three airlines with 15 flights each day to Los Angeles, Phoenix, San Francisco, Seattle and Denver. The airport is also home to ACI Jet, a full service FBO offering fuel, maintenance and flight services.

With 407,646 passengers in 2017, the San Luis Obispo Airport registered a 23.4% increase over 2016 levels. According to Airports Council International 2017 rankings, this increase makes SBP the fifth-fastest-growing airport in the United States, and seventh-fastest across the continent. Future capital projects include parking expansion, runway rehabilitation and taxiway realignment. The Airports Department also operates Oceano Airport (L52), a general aviation airport, just south of Pismo Beach.

### **Mission Statement:**

Delivering a safe and convenient airport experience, exceeding customer expectations, and connecting our community to the world.

### **Airport Values:**

Our knowledgeable and dedicated staff is guided by the core values of: Integrity – Respect – Quality – Teamwork – Leadership





## The Community

San Luis Obispo County is located along the Pacific Ocean in Central California, between Los Angeles and the San Francisco Bay Area. A perfect Mediterranean marine climate keeps San Luis Obispo sunny and warm on average 315 days a year.

As of the 2010 census, the population was approximately 280,000. The small size of the county's communities scattered along the beaches, coastal hills, and mountains of the Santa Lucia range, provides a wide variety of coastal and inland hill ecologies to support fishing, agriculture, and tourist activities. Many of San Luis Obispo County public schools have been recognized with distinctions as Blue Ribbon Schools and California Distinguished Schools.

The mainstays of the economy are California Polytechnic State University with its almost 20,000 students, tourism, and agriculture. San Luis Obispo County is the third largest producer of wine in California, surpassed only by Sonoma and Napa Counties. Wine grapes are the second largest agricultural crop in the county (after strawberries), and the wine production they support creates a direct economic impact and a growing wine country vacation industry. *(continued...)*

## The Community *(continued...)*

From historic sites to aquariums and zoos, San Luis Obispo has an attraction to satisfy every interest.

If opulent architectural marvels interest you, head north to San Simeon to experience the magnificent estate of Hearst Castle. Stunning both inside and out, Hearst Castle boasts architecture and art and epic views of the Pacific Ocean and Santa Lucia mountains.

Brush up on California history with a visit to a mission—the San Luis Obispo Mission de Tolosa is a star among the historic California missions. Farther north is the hidden gem of Old Mission San Miguel, designated a National Historic Landmark. In Nipomo, soak up more early California history at the Dana Adobe, completed in 1851.

Animal lovers will delight in meeting tigers and monkeys at the Charles Paddock Zoo, located in Atascadero on 5 park-like acres. Kids of all ages will love getting up close and personal with starfish and stingrays at the Central Coast Aquarium in Avila Beach.

Discover art galleries tucked into the heart of downtowns throughout the county. On the first Friday of the month, celebrate art at the free Art After Dark event in San Luis Obispo. More than 20 galleries and non-traditional art venues—restaurants, boutiques, salons—spotlight the best of established and emerging local artists. Paso Robles hosts a similar event the first Saturday of the month.

Performing arts enthusiasts will uncover a vast array of options as well, from regional melodrama performances and the symphony to national and international artists performing on campus at Cal Poly. Even the youngest set can get in on the arts and culture action in SLO CAL with learn-through-play experiences at neighborhood children's museums.

# San Luis Obispo County





## The Position

The San Luis Obispo Airport is conducting an open recruitment for a new position of Deputy Director for Administration. The individual in this role will be a key member of the Airport's senior leadership team and play an instrumental role in the overall strategic direction of the airport.

The individual selected for this role will report directly to the Airport Director and have responsibility for all aspects of the Administration of the Airport. They will have overall responsibility managing the Airports finance, administration and business development functions. Additionally, the individual will be responsible for the development of the Airports marketing strategy to promote air service and other airport activities.

### **Finance & Administration**

Leading a team of 4 staff the individual selected will oversee the finance and accounting of the Airport which includes grant administration, budget development and day to day accounting activities. Development of management analysis and reporting, human resources coordination and other administrative functions are managed by the Deputy Director.

### **Property Management**

The Airport currently has over 200 tenants for which this individual will be responsible for the oversight, negotiation and property management aspects in serving these tenants. The Deputy Director will oversee the management of leases, some negotiation with tenants and development of permits.

### **Business Development & Marketing**

Working closely with the Director of Airports, the individual selected will be responsible for coordinating marketing programs, implementation of business development strategy and some work on air service development. Development of grants and required reporting, marketing plans, and RFP's will be managed by the Deputy Director. Financial analysis of parking operations, concessions, rental car services and other revenue generating areas.

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



## Position Qualifications

Graduation from an accredited four-year college or university with a bachelor's degree in aviation management, business administration or a related field. (Job-related, professional experience may substitute for the required education on a year-for-year basis.) In addition, three years of experience involving the operations and services of an airport or similar organization including one year of which must be in an administrative or supervisory position. AAE accreditation is highly desired.

## Salary & Compensation

Starting salary for this position is between \$85,114-\$103,480 DOE. The County of San Luis Obispo offers a comprehensive benefits package including medical, dental and vision insurance. Employees of the Airport participate in the San Luis Obispo County Pension System.

For additional benefit information, [click here](#).

## How to Apply

To apply online, [click here](#).

**The deadline for applications is:  
Friday, October 26, 2018**

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