

## **DIRECTOR OF AIRPORTS**

### **DEFINITION**

The Director of Airports has responsibility for the operations, administration, planning, and development activities of the Airport Department (Sacramento County Airport System). The Airport System is comprised of Sacramento International Airport, Mather Airport, Executive Airport, and Franklin Field.

### **SUPERVISION RECEIVED AND EXERCISED**

Working under broad policy direction, the Director of Airports reports to the County Executive and Chief Operations Officer and is exempt from Civil Service. The incumbent oversees and provides policy direction to subordinate deputy directors.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Leads and directs the overall operations of the Sacramento County Airport System.
- Ensures the Sacramento County Airport System is operating according to Federal, State and Local laws and regulations in order to ensure public safety and security.
- Establishes sound operating policies and procedures that will ensure the responsible, safe, and efficient operation of the Sacramento County Airport System.
- Establishes priorities and identifies the Department's future needs and directs the strategic initiatives to meet those needs.
- Directs the preparation and administration of the Department's budget.
- Creates and sustains cooperative working relationships with all stakeholders including airport customers, tenants, businesses, public and private agency leaders, the governance structure within Sacramento County, the general public, the media, and staff (union and non-union).
- Provides leadership, direction and mentoring to staff.
- Effectively promotes organizational values and goals.
- Responds to and resolves difficult and sensitive customer inquiries and complaints.
- Directs the preparation of analytical and statistical reports on operations and activities.
- Represents the County to the Board of Supervisors, the public, and other entities.
- Performs other duties and responsibilities as assigned by the County Executive and Chief Operations Officer.

### **IDEAL CANDIDATE PROFILE**

#### **Knowledge Of:**

- Principles and practices of modern airport operations, management, and administration
- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness
- Federal, state and local laws, rules and regulations affecting airport operations, safety and security
- Methods and techniques of effective facilitation, communication, and negotiation
- Budget development and administration

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- Principles of human resources management, leadership, and team building
- Policy development and implementation
- Strategic planning and development

**Ability To:**

- Plan, organize, coordinate, and direct airport operations and related activities
- Use persuasive abilities with a leadership style that is participatory, team oriented, and engaging with all community stakeholders
- Deal with all internal and external stakeholders with positive and constructive results
- Select, motivate, and evaluate staff and provide for their professional development and training; build effective teams
- Implement the airport's strategic vision
- Work collaboratively with elected officials, advisory boards, officials from all levels of government, the general public, and the media
- Be politically sensitive to the challenges and opportunities pertaining to the provision of services within the Sacramento County Airport System and to Airport customers
- Recognize and effectively respond to the ever-changing priorities, needs and pressures placed on the organization
- Develop, monitor and interpret budgets and other financial documents
- Commit to direct, candid, and open communication with staff, the public, business partners, and officials; communicate clearly and concisely, both verbally and in writing
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met

**Desirable Qualifications**

As an exempt position, there are no minimum qualifications that must be met. The qualifications described for this position are *desirable*.

A Bachelor's degree or higher in Airport Administration, Business Administration or related field;

**And**

Five years of experience managing, directing, developing, implementing, coordinating, and evaluating a team of professionals performing the full scope of work required at a medium or large hub airport. International Airport Professional (IAP) or Accredited Airport Executive (AAE) designation is desirable.

**GENERAL QUALIFICATIONS**

**Criminal History and Background Checks:**

The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

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The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks where authorized by Labor Code section 1024.5, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

**Special Access:**

Incumbents in this class must acquire and maintain an airport security badge allowing access to secure County airport locations.

**License Requirement:**

This position requires possession of a valid California driver's license, Class C, or higher prior to date of appointment; a valid license must be maintained on a current basis. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.