



**CITY OF MCKINNEY JOB DESCRIPTION**

<b>JOB TITLE:</b>	Airport Director	<b>JOB CODE:</b>	
<b>FLSA:</b>	Exempt	<b>GRADE:</b>	D4
<b>DEPARTMENT:</b>	Operations	<b>REPORTS TO:</b>	Deputy City Manager

**PURPOSE**

Under general direction of the Deputy City Manager, the purpose of this position is to direct and implement the development of the Airport and to take full responsibility for management and operation of the Airport under the guidelines of the City Manager. The employee in this class is responsible for management of leasing, procurement, logistical support, budgeting, and acquisition, as well as manage the FBO line operation, fuel sales, hangar rental, new business development and environmental and safety compliance. The employee in this class administers state and federal grants and adheres to Federal Aviation Administration Regulations. Performs related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Supervises professional, technical and clerical personnel; supervisory duties including instructing, assigning, reviewing and planning work of others; monitoring standards; coordinating activities; allocating personnel; and recommending employee transfers, promotions, and salary increases as appropriate.

- Oversee the operations, engineering, and maintenance functions of airport.
- Implements airport policies and directives pursuant to the general direction of the City Manager’s office.
- Prepares strategic and annual operating budget to support airport operations; manages budget.
- Implements budgets, reports, grants, and related expenditures and reports.
- Directs the daily operation and maintenance of the airport.
- Directs the design and layout of the FBO terminal, including airport expansion and development.
- Manages construction projects in coordination with City’s general project management team.
- Actively recruits, develops, negotiates, and/or coordinates business proposals for potential industry investors and developers for recommendation to City Council to promote increased tax base and airport revenue.
- Develops and implements airport marketing strategies and coordinates them with MEDC.
- Develops and/or coordinates aviation policies to provide aviation safety.
- Manages Noise Abatement Program.
- Manages airport security.
- Closes runway in emergency situations.
- Develops and manages emergency response, disaster preparedness and airport evacuation plans.
- Manages infrastructure to provide for traffic control facilities and operations.
- Promotes positive internal and external relationships through meeting and speaking with tenants and public groups regarding airport issues.
- Prepares and presents briefings and analytical proposals to City Manager’s Office and Council.
- Generates administrative documents for, and acquires, State and Federal Grants.
- Selects and manages consultants for projects.
- Develops and implements strategies for airport expansion, including land acquisition, airport master plan and layout plan updates, capital improvement projects, grant funding, private investment, and increasing airport revenues.
- Publishes Airport newsletters and prepares news releases.
- Coordinates and expedites special projects and studies.
- Manages airport wildlife program.
- Ensures adherence to EPA, FAA, and TxDOT regulations.

- Assesses traffic pattern flight procedures.
- Manages Wildlife Program in conjunction with FAA and state wildlife control.
- Complies with all written City policies and procedures.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- The ability to inform and guide others by applying principles of professional counseling in addressing specific situations.
- The ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- The ability to utilize a variety of advisory and design data and information, such as FAA Circulars and Regulations, airport manuals, aviation maps, aircraft approach and departure routes, business journals, policy manuals, computer documents, blueprints, and the Internet.
- The ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures.
- The ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- The ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.
- The ability to simple movements requiring moderate coordination, such as utilizing a compass, flight computer, VHF radio, and computer.
- Working knowledge of FAA Part 139.

### **QUALIFICATIONS**

Requires a Bachelor's degree in Aviation Administration, Business Administration, Public Administration or closely related field and five (5) years previous experience and/or training that includes at least two (2) years airport management and at least two (2) years' experience in commercial land development, airport development, or economic development.

### **EDUCATION**

Bachelor's degree in Aviation Administration, Business Administration, Public Administration or closely related field.

### **EXPERIENCE**

Five (5) years previous experience and/or training that includes at least two (2) years airport management and at least two (2) years' experience in commercial land development, airport development, or economic development.

**Work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be an acceptable substitute for the above specified education and experience requirements.**

### **CERTIFICATES, LICENSES, REGISTRATIONS**

The following certifications are preferred but not required:

- Accredited Airport Executive (A.A.E.)
- Commercial Pilot License with Instrument Rating

### **CONDITIONS OF EMPLOYMENT**

- Must pass a drug screen, driving record check, and background check.

## **PHYSICAL DEMANDS**

### **Physical Requirements**

Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (30 pounds).

### **Data Conception**

Tasks involve complex technical, scientific, or mathematical concepts.

### **Interpersonal Communication**

Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

### **Language Ability**

Tasks involve expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

### **Intelligence**

Ability to make rational decisions through sound logic and deductive processes.

### **Verbal Aptitude**

Expressing or exchanging ideas by means of spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

### **Numerical Aptitude**

Ability to make rational decisions through sound logic and deductive processes.

### **Form/Spatial Aptitude**

Tasks involve climbing and crouching.

### **Motor Coordination**

Visual acuity to operate motor vehicles and/or heavy equipment.

### **Manual Dexterity**

Tasks involve picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

### **Color Discrimination**

Visual Acuity to determine color, depth perception, and field vision.

### **Interpersonal Temperament**

Ability to receive detailed information through oral communication, and to make the discrimination in sound.

### **Physical Communication**

Ability to provide updates to senior managers, elected officials, or other community groups or organizations.

**WORK ENVIRONMENT**

Dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**ORIGINAL DATE ISSUED:**

**REVISION ISSUE DATE: 8/16/2017**