



The County of Humboldt Invites Applications for
Director of Aviation

California Redwood Coast - Humboldt County Airport (ACV),
Dinsmore Airport (D63), Garberville Airport (O16),
Kneeland Airport (NLN), Murray Field Airport (EKA),
Rohnerville Airport (FOT)

McKinleyville, California

Executive Search Services Provided by ADK Consulting & Executive Search

The Airports

The County of Humboldt Aviation Division is responsible for managing 6 County airports in a manner that ensures aeronautical safety, the safety of the traveling public, continued air service, and complies with federal, State and/or local aviation rules, regulations and advisories.

California Redwood Coast – Humboldt County Airport (ACV) is the regional airport for Northern California's Humboldt County and also serves Del Norte and Mendocino Counties. All three counties offer spectacular scenery with recreational activities for every taste and budget. The city of Arcata is on the California Redwood Coast.

ACV Airport is located in McKinleyville, near Arcata, and 20 miles north of Eureka. Serving 134,000 customers in 2017, the Airport flies between the California Redwood Coast - Humboldt County Airport and San Francisco International Airport via United Airlines' United Express subsidiary.

There are 11 employees at ACV and this year's operating budget is \$3,281,125.

Most recent capital improvement projects for County of Humboldt Aviation Division include:

- ACV-Aircraft Rescue and Fire Fighting (ARFF) Building, Phase 1 – Underway
- Microgrid Project- Beginning
- Garberville – Design, Runway and Taxiway and Ramp Rehabilitation –Near Completion
- Murray Field- Wildlife Fencing – Completed
- Runway Rehabilitation- Underway

Other airports operated by the County of Humboldt Aviation Division Include:

- Dinsmore Airport (D63)
- Garberville Airport (016)
- Kneeland Airport (NLN)
- Murray Field Airport (EKA)
- Rohnerville Airport (FOT)





The Area

Humboldt County is a rural county located approximately five hours from the Bay Area and three hours from Redding.

Outdoor recreational opportunities are abundant with numerous rivers, beaches, city parks, county parks, Bureau of Land Management public lands, numerous State Parks, and Redwood National Park.

Residents enjoy hiking in the majestic redwoods, salmon fishing in the Klamath River, walking/biking on community trails, mountain biking in the hills, and surfing in the Pacific Ocean. The Humboldt Crabs, the oldest continuously-operated summer collegiate, wood-bat, baseball team in the country has its home field here. Numerous running and bike races offer family fun or challenges for the serious athlete. The World-Championship Kinetic Sculpture Race takes place in Humboldt County during the Memorial Day Weekend.

The area is host to a vibrant art community, music festivals, and local beer and wine producers. Several local theater groups stage productions from the experimental to classic musicals. There are many family-friendly festivals during the year including the Arcata Bay Oyster Festival, the Dell'Arte International Festival, Godwit Days Bird Festival, The Redwood Coast Music Festival, and the Medieval Festival of Courage.

In Humboldt County, there is something for everyone from the Organic Planet Festival to the Redwood Run Biker Rally. There are many examples of Victorian architecture in many of the County's towns, including the County seat, Eureka, which was ranked number seven in best places to live in the west by Sunset Magazine. Eureka was ranked as one of the Best Small Towns by Outside Magazine.

Humboldt
C O U N T Y



Humboldt County *(continued...)*

The County has a population of approximately 135,000. There are seven incorporated cities in the County, all within a thirty-minute drive to Eureka: Arcata, Blue Lake, Ferndale, Fortuna, Rio Dell and Trinidad. The County is served by U.S. 101, State Route 36 and State Route 299. The County offices are located in the City of Eureka, the largest incorporated city in the County with a population of approximately 27,000. The County boasts affordable coastal living compared to other coastal communities in California with an average median single-family home price of \$292,500 (zillow.com, September 2017).

Eureka has a pleasant year-round coastal/ Mediterranean climate with summer temperatures ranging from 52 to 62°F and winter temperatures ranging from 42 to 55°F. Several miles inland the temperature range is significantly warmer.

Humboldt County is the home of Humboldt State University and College of the Redwoods a community college. There are many options for preschools, elementary and high schools throughout the County. This County has small town living without traffic congestion. The average commute time is about 15 minutes.

We hope that you take this opportunity to see how living in a beautiful area with a slower pace of life might fit into your future.





The Position

Under general policy direction by the Board of Supervisors, the Director of Aviation plans, organizes, coordinates and directs the programs and activities of the County's Aviation Department; provides expert professional assistance to County management staff, is responsible for the operation, maintenance and development of aviation facilities and airfields, and related matters; performs related work as assigned.

The incumbent is responsible for accomplishing departmental goals and objectives, supervising staff, administering the annual budget, and directing the day-to-day operations and activities of the Aviation Department.

A selection of the Airport Manager's duties are as follows:

- Ensures the Humboldt County Airport system is operating according to Federal, State and Local laws and regulations in order to ensure public safety and security; ensures proper maintenance, security and compliance of airport facilities; directs airport security and emergency operation efforts, performing safety risk analysis to ensure the Airport and airfields operate in a safe and compliant manner.
- Represents the county in negotiating terms and conditions of tenant leases, submits for review to the County Council and Risk Management and enforces terms of leases.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Aviation Department; prepares and administers the department's budget.
- Works closely with the County Administrative Officer, Board of Supervisors, other County departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the assigned function; advises the County Administrative Officer and Board of Supervisors on related issues and programs.
- Advises the Board of Supervisors on issues and programs relative to management of the county's airport and airfields; prepares and recommends long-range plans for aviation services and programs and develops specific proposals for action on current and future County needs.
- Oversees long- and short-range activities including the Aviation Department Master Plan; coordinating such activities with those of other political jurisdictions. *(continued...)*

The Position *(continued...)*

- Formulates and administers the Aviation Department enterprise and capital improvements budgets. Prepares federal and state grant applications. Monitors and administers grant projects expending grant funds per agreements.
- Formulates and administers the local commercial air service marketing strategies and serves as the direct representative for Humboldt County in seeking expanded air service and competitive rates for the public.
- Represents the County and works closely with boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff.
- Directs terminal, operations and administrative functions. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities including interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; ensuring programs and funding for staff development and training; addressing complaints and resolving problems.
- Coordinates the preparation of a wide variety of reports or presentations for County management and/or outside agencies.
- Directs the development of management systems, procedures and standards for program evaluation.
- Monitors developments related to delegated service area; evaluates their impact on County operations and implements policy and procedure improvements.

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

Position Qualifications

The successful candidate will have a four-year college degree with major course work in aviation, public administration, management, facilities/construction management, or a closely related field and five (5) years of supervisory or administrative experience in aviation and airfield management which has included program planning, development and administration and working with community organizations.

Certification through the American Association of Airport Executives (AAAE) as an Accredited Airport Executive is highly desirable.





Salary & Compensation

The salary range for the Director of Aviation is \$112,068 and includes an attractive benefit package.



How to Apply:

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

Please note that you will be asked to create a profile and upload your resume.

Filing Deadline: Friday, June 15, 2018

Only complete electronic submissions will be considered.