



<b>Job Title:</b>	<b>DEPUTY DIRECTOR of AVATION</b>
<b>Department:</b>	<b>EXECUTIVE</b>
<b>Reports To:</b>	<b>EXECUTIVE DIRECTOR</b>
<b>FLSA Status:</b>	<b>EXEMPT</b>
<b>Prepared Date:</b>	<b>AUGUST 2020</b>
<b>NAICS W/C:</b>	<b>CLERICAL – NOT INSURED FOR RAMP</b>
<b>EEOC:</b>	<b>PROFESSIONALS</b>

## About Us

At Naples Airport Authority we want to build a team that understands that by working together, under these principles, we will all help ensure a safe and productive airport environment and make for an enjoyable experience for our customers, the public and our employees.

### Vision Statement

Connecting people to the Paradise Coast through an exceptional airport experience

### Mission Statement

The City of Naples Airport Authority strives to operate, develop and maintain the Naples Airport with a commitment to enhancing the quality of life throughout the community.

### Values

**A**GILE organization

**P**ASSIONATE in service to our community

**F**OCUSED on excellence

**C**OLLABORATIVE decision making

**A**CCOUNTABLE for our actions

**R**ESPECTFUL of one another, customers and citizens

**E**THICAL standard of conduct

**S**TEWARDSHIP of financial, social and environmental resources

## Job Purpose

Supports the Executive Director in the direction and management of certain strategic objectives of the Naples Airport Authority. The Deputy Director of Aviation is responsible for oversight of the fixed base operation, airport operations, security, maintenance, planning and development activities.

## Supervision Received & Exercised

Reports to the Executive Director and may also receive direction from the Deputy Executive Director.

## Essential Duties & Responsibilities

- Engages with internal and external stakeholders in support of all strategic operational goals and objectives.
- Oversees staff who direct department activities that carry out the airport's FBO, operational, maintenance, planning and development activities.
- Establishes and ensures implementation of management practices and procedures that advance safety, security, efficiency, superior customer service and business continuity.
- Responsible to ensure appropriate human capital is in place to achieve department objectives and they are challenged, motivated and fulfill their potential in support of the Authority's needs.
- Responsible to ensure that all FBO, operations, maintenance and construction activities are carried out in compliance with local, state, and federal regulations and laws governing airport operations.
- Assists in coordination of emergency preparedness and response activities with local, state and federal agencies.
- Makes recommendations and oversees implementation of the airport master plan and related initiatives, including but not limited to those pertaining to environmental compliance and stewardship, sustainability, and resiliency.
- May brief and follow up to ensure Commissioner requests have been met.
- Meets with customers, tenants, elected officials, other government officials, business and civic leaders. Participates in regional state and national industry and professional meetings and conferences to stay abreast of trends and technology related to operations, particularly in

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areas of assigned operational accountability

- Prepares reports on the performance of department activities.
- Provides service to those contacted in the course of duty in an effective, efficient and professional manner.
- Must be physically present to work as member of the team to serve customers, visitors and staff who may need unscheduled assistance.

## Other Duties

- Prepares and administers department budgets.
- Performs other duties or special projects as assigned.

## Competencies

- **Business Acumen** – Clear understanding of business operations, industry trends, and market dynamics. Fiscally responsible.
- **Customer Service Orientation** – Provides high quality service, dedicated and enthusiastic toward work. Works well with difficult people and committed to finding solutions to problems.
- **Employee Management and Development** – Defines responsibilities and offers regular feedback; recognizes potential in employees, provides opportunity and challenges, coaches employees appropriately, takes mentoring role, delegates well and rewards employees wisely.
- **Leadership** – Inspires and encourages, builds strong relationships, sets a good example, earns trust and respect of others.
- **Organizational Skills** - Information organized and accessible, maintains efficient workspace, manages time well.
- **Productivity** - Effectively yield results in spite of workload variations and demands; meets deadlines; consistent volume of work accomplished with efficiency.
- **Quality of Work** - Observance of high standards and thoroughness in work procedure; accuracy and attention to detail.
- **Strategic Mindset** – Demonstrates alignment with and contributes to the achievement of the vision, mission, goals and objectives.

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- **Time Management** - Achieving better results, both at work and in personal life by organizing time effectively and utilizing self-management habits that lead to increased productivity both on and off the job.

## Minimum & Preferred Qualifications

Previous experience in General Aviation management or overseeing Airport Operations, Development, FBO Services and Airport Maintenance preferred. Demonstrated skill in directing and managing staff efficiently and effectively; Clearly and effectively communicating, negotiating and advocating, both orally and in writing.

Use of a variety of computer-based technologies including word processing, and spreadsheets.

## Education/Professional Certifications

- Bachelor's and/or Master's degree in a related field to the area of assignment; and,
- Ten years of related experience and several years of successful senior-level experience in airport operations in a comparable or larger size airport; or,
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- A.A.E. designation preferred

## Machines Tools & Equipment

Able to operate computers, software, calculators, copy machines, and various other office machines.

## Driver's License Requirements

- Must maintain a valid State of Florida driver's license or possess a valid out-of-state driver's license and obtain the State of Florida driver's license within 30 days of employment.
- A driving record that meets the Authority's driving standards.

## Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

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correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, stakeholders, customers, and the public.

## Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. Employee is frequently exposed to vibration. The noise level in the work environment is usually moderate.

## Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is required stay in stationary position 80-90% of the time. The employee is frequently required to communicate with vendors and internal and external customers and must be able to exchange accurate information in these situations. The employee is occasionally required to move about inside the office to access file cabinets, office machinery, etc. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision to be able to read invoices, statements, proposals, contracts, etc.

<b>Supervisor Signature &amp; Date:</b>	
<b>Employee Signature &amp; Date:</b>	

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