The City of Naples Airport Authority invites applications for

**Director of Finance & Administration**

Naples Municipal Airport (APF)
Naples, Florida

Executive Search Services Provided by ADK Consulting & Executive Search
The Airport

**Naples Airport** is located in Southwest Florida in the beautiful tropical city of Naples. Originally established as an Army Air Corps base, the airport is a first class general aviation airport and prime destination for businesses and vacationers alike. The airport is situated approximately two miles northeast of downtown and Old Naples.

In 1969, the Florida State Legislature created the City of Naples Airport Authority as an independent governmental unit charged with the operation, development and improvement of Naples Airport. The five members of the Airport Authority Board of Commissioners are selected by City Council and serve a four-year term as volunteers.

Naples Airport currently operates as a general aviation airport although it has previously had commercial service and continues to comply with the standards of Federal Aviation Regulation Part 139. As a certified air carrier airport, it maintains the same level of security as commercial-service airports and adheres to all Transportation Security Administrative directives.

The Airport Authority has approximately 80 employees, and there are 300 additional employees throughout businesses and tenants located at the airport. The Florida Department of Transportation values the airport’s economic impact to the community at more than $283 million annually and recognizes Naples Airport as ranked within the top ten for all business jet destinations in the U.S.

The airport is classified as a national airport in the NPIAS and encompasses 732 acres and has two runways. Significant operators at the airport include Naples Air Center, Naples Air Inc., London Aviation, Naples Jet Center, numerous fractional and charter operators and several car rental agencies. Naples Airport is a designated base for disaster relief and provides space for many public services including AngelFlight Southeast, Civil Air Patrol, Collier County Emergency Medical Services – MedFlight, Collier County Sheriff’s Office Aviation Unit and SWAT Headquarters, Collier Mosquito Control District, Humane Society Naples and the National Weather Service Reporting Station. The airport also is home to the Naples Museum of Military History.

In 2017, the Authority had 95,018 operations. For fiscal year 2018, the Authority has an operating budget of $14.7 million and a CIP budget of $8.1 million. Projects completed or underway in FY2018 include an update of the Airport Master Plan, design and construction of a new ARFF Station and Taxiway D – realignment North Quad design and construction.
The Community

Collier County is located on Florida’s southwest coast approximately 150 miles south of Tampa. As of the 2010 census, the population was 321,520. It is a diverse mix of urban and rural areas and coastlines and inlands. One of the largest geographical counties east of the Mississippi River, the County encompasses over 2,000 square miles and has something for everyone. The area is known as Florida’s Paradise Coast; famous for its pristine beaches and magnificent sunsets. The County’s largest city and county seat is Naples. With a population of 21,000, it is known as the winter home for many from the Midwest/Northeast and for its unique restaurants and shopping. Marco Island, the second largest city (population 17,000), is known as a tourist destination and for its wide, white sand beaches. The only other city in the County is Everglades City (population 400) and is the western gateway to the world-famous Everglades National Park as well as Big Cypress National Preserve. These two areas cover more than two-thirds of the County’s total land mass and are a nature lover’s paradise.

Once considered a quaint sport fishing village, the area is now home to a growing number of permanent residents and young families looking for a premier lifestyle and new opportunities. The Naples community ranked highest on the 2018 Time Health “America’s Happiest and Healthiest Cities”. The area answers that demand with a nationally recognized parks system that includes a water park, an expansive library system, theater, music, museums, a recently expanded zoo, Naples Botanical Garden, Conservancy of SW Florida, and (as commonly reported) the most golf courses per capita in the world. Local shops and boutiques abound as well as nationally recognized chain stores. (continued...)
The Community (continued…)

The Collier County Public Schools are ranked among the best in the state of Florida, and housing prices are relatively reasonable but climbing again now that the Great Recession is over.

For the third straight year, the Naples-Immokalee-Marco Island, Florida, metro area has the highest well-being across 186 U.S. communities, based on data collected in 2016 and 2017 as part of the Gallup-Sharecare Well-Being Index. Naples also finished ninth in the category of “Best Small-Town Food Scene” in USA Today rankings.

If you’d like to research housing in the Naples area, check out www.naplesarea.com, which provides direct access to the MLS.

Beaches & Outdoors – Naples’ year-round sunny weather is perfect for exploring the outdoors. Despite being in one of the fastest growing areas in the country, Naples and surrounding Collier County still maintains many of its natural features and attractions.

You’ll find beautiful surroundings, warm sands and spectacular sunsets, no matter where you choose to lose your shoes and dip your toes in the water.

In addition to the sugar-white sand beaches for which Naples is famous, Southwest Florida’s Gulf Coast is home to a massive ecosystem. Rent a kayak, paddleboard or a canoe for a day and explore all of the pristine bays, inlets, estuaries, and mangrove forests that house our many natural resources.

Everglades National Park and Big Cypress National Preserve are two of our most famous, but we also have many state, local and private parks and preserves perfect for viewing birds and other wildlife and enjoying outstanding outdoor recreation, including nature photography, fishing, hiking and boating.

You might also consider taking an airboat ride through the Florida Everglades, the largest subtropical wilderness in the United States. You’ll be able to see firsthand the indigenous wildlife and plant life that make this internationally famous area so important to the environment.

For another fun day, visit the Naples Zoo, a nationally accredited zoo that features a full day of fun activities. The paved path winds nearly a mile past rare and beautiful animals residing within a historic tropical garden of exotic plants first planted in 1919 with a fascinating history.

Nature lovers will enjoy an outing to the Naples Botanical Garden, a 170-acre, world-class garden paradise that features plants from around the world. It is also the youngest garden in history to receive the American Public Gardens Association’s prestigious Award for Garden Excellence.
The Community (continued…)

Arts & Culture – Whether your passion is paintings or sculptures, symphonies or rock bands, Broadway or one-man shows, Naples belies its small-town feel with a growing cultural hub of offerings sure to please the widest variety of artistic tastes.

In Collier County alone, there are 58 non-profit arts groups and cultural destinations, according to the United Arts Council of Collier County. Such groups include a full range of organizations, from large to small, like Artis Naples, the von Liebig Art Center, the Sugden Theatre and volunteer groups like the Bach Ensemble, the Pastel Society and the Barbershop Chorus.

Restaurants & Shopping – Our dining scene in Naples is as dynamic as it is diverse and often showcases locally grown and harvested fresh vegetables and seafood. The chefs are accomplished and acclaimed and are known for raising the bar with their innovative creations.

From casual to formal, waterfront to neighborhood, downhome to cosmopolitan, every dining desire can be delightfully fulfilled in Naples.

Thanks to the discriminating and sophisticated clientele of Naples’ flagship restaurants and the arrival of talented newcomers, the restaurant environment is always changing, always adapting. But, as anyone can tell you, there are some decidedly “local” dining experiences here that are simply not to be missed.

Ask around. Foodies, who can be found everywhere, will be more than happy to tell you where to find the tastiest grouper sandwich, tangiest key lime pie, and freshest, just off the boat stone crabs. Naples has something to please every palate.

Shopping in Naples offers a myriad of options. Whether you’re looking for antiques or that new designer handbag, one of Naples’ more than 30 shopping centers is bound to have it.

A few hours among the restaurants and local shops will show you why Fifth Avenue is known as the Heart of Naples. As you stroll down its banyan-laced sidewalks to admire the Mediterranean architecture, browse the various galleries, wineries, and clothing shops that line the streets. Fifth Avenue is also just a few blocks away from our famous beaches.

If you really want to experience the Naples of old, then you should check out Third Street South, Naples’ oldest commercial district. Look for the latest fashions and accessories at Marissa Collections, sample an island meal at Tommy Bahama or outfit your table with the finest in flatware from Christotle. The winding avenues include some spectacular art galleries and any number of surprisingly beautiful shops.
The Position

Under the direction of the Executive Director, the Director of Finance and Administration is responsible for the financial and administration activities of the Authority.

Essential Duties & Tasks
• Responsible for the oversight of the Authority’s financial activities.
• Coordinates, oversees, and ensures the preparation of the operating and capital budget for the Authority according to accepted accounting standards.
• Coordinates, oversees, and ensures the preparation of financial reports which summarize and forecast Airport Authority activity and financial position in the areas of income, expenses, earnings and expected operations.
• Responsible for cash and investment management controlling fund disbursement for operating and capital expenses.
• Oversees procurement procedures and activities, ensuring compliance with procedures, rules and regulations.
• Arranges for internal audits of Authority accounts to ensure compliance with financial procedures and standards.
• Responsible for and oversees completion of the annual audit conducted by an outside firm and preparation of the Authority’s Comprehensive Annual Financial Report.
• Responsible for the control and administration of federal and state program grant funds.
• Responsible for General Ledger account reconciliations.
• Directs the accounting for the Authority’s capital assets.
• Responsible for and oversees the preparation of reports required by regulatory agencies.
• Directly supervises department managers, prioritizing assignments and providing direction and assistance in the operation of the department when necessary.
• Maintains risk management program by working with insurance brokers to ensure proper insurance coverage for the Authority, administers insurance policies according to the specified provisions, and submits and manages claims as needed.
• Responsible for and oversees the administration of finance procedures including the Authority’s Rates and Charges program.
• Maintains the compensation program and reviews annual salary and wage planning and analysis and reviews benefit programs and develops annual benefit budgets and recommendations.

For a complete job description, click here.
Position Qualifications
The ideal candidate will have a Bachelor’s Degree from an accredited college or university in Finance, Economics, Accounting, Business or other appropriate field. MBA, MA, MPA, or CPA highly desired. Government experience is required and Florida government experience is a plus. Airport experience is preferred. Additionally, four to ten years of increasingly responsible experience; or equivalent combination of closely related training, education and experience.

Salary & Compensation
The starting salary range for this position is $115,000 - $130,000 (DOQ) with an attractive benefit package including relocation assistance.

How to Apply
To apply online, please click here.

Filing Deadline:
Friday, August 24, 2018

Florida has a very broad public records law. Most written communications to or from Naples Airport Authority officials and employees regarding Authority business are public records available to the public and media upon request. Your e-mail communications and e-mail address may therefore be subject to public disclosure.