

Assistant Aviation Director

Department:	Administration	Job Series:	Director/Executive Director
Division:	Airport	Job Class:	Director
FLSA:	Exempt	Job Grade:	18
EEO-4:	Officials and Administrators	Date:	August 2018

CLASS DEFINITION:

Director title covers job classes that direct operations, programs, and the development of policy and strategic plans for major departments; and have responsibility for a major and distinct function.

SUMMARY:

Under the direction of the Airport Director, this position is responsible for day-to-day operations of the Aspen/Pitkin County Airport. In the absence of the Director, this position performs the duties of the Director. Duties may vary according to job assignment.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Leads, directs, and is responsible for the day-to-day management of the Aspen/Pitkin County Airport. Leadership and oversight of the business operations, including facilities, safety and security, tenant relations and the FBO.
- Directs the operations of Aspen/Pitkin County Airport, coordinates with the Federal Aviation Administration, the Transportation Security Administration, and the State of Colorado Department of Transportation Bureau of Aeronautics.
- Responsible for implementing the Director’s initiatives for the Aspen/Pitkin County Airport.
- Ensures that the Aspen/Pitkin County Airport complies with all Federal Aviation Regulations and Part 139 standards.
- Participates in the negotiation and implementation of all leases and contracts with airport tenants.
- Works to attract new air service to the airport, overseeing business activities to attract new airline service and promote business development at the airport.
- Coordinates closely with the Federal Aviation Administration, Transportation Security Administration, airlines, and law enforcement to ensure airport meets or exceeds aviation security regulations and practices.
- Assists in developing the preparation of the annual budget, including the establishment of rates and charges
- Attends appropriate meetings of the Board of County Commissioners and other meetings as requested by the Director.
- Supports the relationship between Pitkin County government and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.
- Maintains regular and reliable attendance.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s degree in business administration, airport management, public administration, aeronautical engineering or a related field; AND five years of progressively responsible experience in airport management airport business management or airport operations at a FAR Part 139 commercial service airport; OR any combination of education, training and experience.

Required Licenses or Certifications:

- Accredited Airport Executive Certification (A.A.E.) or International Airport Professional designation (IAP) is desirable but not required.
- ICS certifications.
- Must possess a valid Colorado Driver's License and acceptable Motor Vehicle Record.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles and practices of accounting, budgeting, audit practices, and grant administration.
- Best practices preferred in the following aviation-specific areas: AIP, PFC, CFC, Federal airport agencies, airlines, rental car concessions, other common airport stakeholders and tenants.
- Federal regulations, guidelines, directives, and grant assurances pertaining to the operations, maintenance, development, and expansion of commercial service airport emphasizing FAR 139 and TSR 1542.
- Management principles and practices as applied to airport management/finance/operations/security and facility maintenance.

Knowledge of (Job Class Standard):

- County organization, operations, policies, and procedures.
- Principles and practices of public administration.
- Organizational development theory and practices.
- Modern technology, systems, and software designed to assist in the computerized management of information.
- Legal, ethical, and professional rules of conduct for government officers.
- Principles and practices of public sector administrative management, including personnel rules, cost accounting, budgeting, contract management, and employee supervision.
- Techniques and practices for efficient and cost effective management of resources.
- Methods and techniques of research, statistical analysis, and report presentation.
- Principles and practices of conflict resolution.

Skill in:

- Utilizing standard personal computer software programs, specialized state, and County software.
- Negotiating leases and contracts.
- Effective oral and written communication skills.
- Establishing and maintaining effective relationships with other officials, employees, tenants, community members and the public.

Skill in (Job Class Standard):

- Developing and executing strategic plans.
- Applying logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Drafting clear, complete, accurate, and logical written and verbal communications.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Work is performed in a standard office environment, with some exposure to dangerous tools, equipment, machinery, inclement weather conditions, noise and fumes. Must be available nights, weekends and holidays for airport operations and emergencies.