



CITY OF KILLEEN POSITION DESCRIPTION EXECUTIVE DIRECTOR OF AVIATION

DEPARTMENT: Aviation
DIVISION: Aviation
SUPERVISOR'S TITLE: City Manager
FLSA CLASSIFICATION: Exempt
GRADE: EX2
EVALUATION #: 1
WORKERS COMP CODE: 8810

I. GENERAL PURPOSE

To manage the airports operated by the City of Killeen. To supervise airport personnel engaged in maintenance and operations of the airport; to fuel and service aircraft based or transiting the airport; to direct the planning of airport facilities and operations; to monitor federal and state airport regulations and insure compliance; and to market the airport to corporate and commercial aviation prospects.

II. SUPERVISION EXERCISED

Exercises supervision of the employees in the Aviation Department.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES

CORE COMPETENCIES:

Provides leadership and direction in the development of short and long range airport fiscal and physical planning including airport action plans and airport master plans; insures implementation and monitor implementation of airport plans to fully develop the airport as a community asset.

Manages and supervises employees assigned to the City's Aviation Department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Develops, coordinates, and implements the development of airport marketing plans and programs; implements airport marketing programs including preparation of advertising, initiation of contacts with potential corporate tenants and commercial operations such as air carriers, and maintenance of programs to promote the City airports to the City's community.

Enforces or directs the enforcement of all federal, state, and City regulations concerning activities on and around the airport including movement, flight regulations, parking and storage on airport property, construction of facilities, aircraft maintenance, and other activities.

Serves as primary City official in dealing with all military, state and federal agencies holding authority over airport functions. Represents the City in all matters related to airport operations and administration. Ensures an ongoing positive customer experience for travelers, tenants, vendors, partners and others.



Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares and administers annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Directs all financial matters pertaining to the airport, including operating and capital improvement budget preparation, submission and admission.

Effectively engages and collaborates with elected officials, policymakers, legislators, funding entities, executive leaders, economic developers, intergovernmental relations partners, neighborhoods and the Killeen and regional community more broadly.

Develops procedures to improve safety, efficiency and effectiveness of airport operations. Issues written and oral instructions to employees; resolves grievances; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.

Gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Oversees business development and non-aviation related revenue generation.

Provides professional advice to the city officials; makes presentations to councils, boards, commissions, civic groups and the general public.

Develops and oversees airport emergency response procedures.

Plans, directs, and manages all elements of a comprehensive air service development program.

Recruits, interviews and assists in the selection of employees to fill vacant positions within the Aviation Department.

Plans, coordinates, administers, and manages all federal, state, and local airport capital improvement projects and grants.

Consults legal counsel to ensure that policies comply with local, federal and state law.

Ensures compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations as well as other local, state and federal directives.

Attends appropriate City Council and staff meetings.

Prepares and coordinates the development of various bid packages, requests for proposals and other procurement instruments for airport services and concessions. Analyzes bids and proposals and negotiates and enforces contracts, agreements, and leases.

Serves as the City representative when negotiating aviation matters with Fort Hood and Department of Defense agencies.

Represents the City at various conferences and professional meetings.

Serves as a member on employee committees, as required or assigned.



Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations; possesses and maintains a valid driver's license and comply with City of Killeen driving policy.

Performs other duties as assigned.

IV. REQUIRED MINIMUM QUALIFICATIONS

A. EDUCATION AND EXPERIENCE:

1. Graduation from an accredited four-year college or university with a degree in aviation management, public administration, business management or related field; Master's degree preferred, Accredited Airport Executive (A.A.E.) preferred; and,
2. Five (5) years of experience in airport management or a related aviation activity;
3. Public sector experience, preferred.

B. KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of modern policies and practices of airport operations; knowledge of Federal Aviation regulations;
2. Skill in preparing and administering municipal budgets; skill in planning, directing and administering personnel programs and systems; skill in operating the listed tools and equipment; knowledge in airport management; ability to conduct technical inspections of airport and identify deficiencies;
3. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, and the general public; ability to efficiently and effectively administer a municipal airport.
4. Maintains regular and punctual attendance.

V. SPECIAL REQUIREMENTS

1. Must possess a valid driver's license or obtain one by date of hire.
2. An FAA issued pilot's license or equivalent military aviation experience is desirable.
3. Employee must pass a FBI fingerprint-based background check by date-of-hire.
4. Employee must pass a TSA Security Threat Assessment (STA) by date-of-hire.
5. Employee's residence must be within 30 minutes driving time from the Killeen City limits.
6. Completes National Incident Management System (NIMS) training within first year of employment.
7. Must be bondable.

VI. TOOLS AND EQUIPMENT USED

Personal computer, computer software including database and spreadsheet programs; calculator; telephone; copy machine and fax machine; motor vehicle and two-way radio.



VII. PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit climb or balance, stoop, kneel, crouch, or crawl, and talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position is a safety sensitive position.

VIII. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet/humid conditions, hazardous chemicals, fuel fumes or airborne particles and aircraft noise.

The noise level in the work environment is usually quiet. The noise level is high when working close to aircraft.

IX. SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EFFECTIVE DATE: NOV 2012
REVISION DATE: APRIL 2019
REVISION DATE: DECEMBER 2019