



I ✈ OAK

The Port of Oakland Invites Applications for
**Assistant Director of
Aviation-Operations**

Oakland International Airport (OAK)

Oakland, California

Executive Search Services Provided by ADK Consulting & Executive Search

The Airport

Oakland International Airport (OAK) is the fifth busiest airport in California and third busiest in the San Francisco Bay Area. As the home of FedEx Express' Asia Pacific Hub, OAK is the busiest air cargo center in the Bay Area. Serving over 13 million travelers annually, OAK is the closest airport to the region's top business and tourism venues. It is also the closest airport for most of the Bay Area's nearly 8 million residents. Southwest Airlines operates its largest West Coast Focus City at OAK.

The vision of Oakland International Airport is to be the airport of choice for Bay Area residents and visitors alike. OAK is operated by the Port of Oakland, which also oversees the Oakland seaport and 20 miles of waterfront. Together with its business partners, the Port supports more than 84,000 jobs in the region with a \$130 billion economic impact.

For updates, departure and arrival information, airport maps, and details on shopping, dining, ground transportation, and more, visit www.oaklandairport.com. The Airport has an active Social Media Program. Follow us on Facebook, Twitter, and Instagram.

The FY2020 revenue budget (ending June 30, 2020) is approximately \$210 million, and Calendar Year 2019 saw approximately 13.4 million total passengers. The operation at OAK consists of more than 250 Port of Oakland employees across eight departments.

The capital budget for 2019 included:

- Redevelopment of all in-terminal food and beverage concessions
- Planning and design for restroom upgrades terminal-wide
- Completion of Taxiway and other airfield paving and upgrade projects
- Terminal signage and wayfinding upgrades terminal-wide
- Sanitary sewer lift station projects

Oakland has numerous innovation initiatives across all departments to enhance operations and the passenger experience.





Oakland

an All-American City



The Community

Located on the east side of San Francisco Bay, Oakland, with a population of over 400,000, offers 19 miles of coastline to the west and magnificent rolling hills to the east that afford one of the most beautiful views of the world – a beautiful bay, the Golden Gate and Oakland Bay bridges and the majestic Pacific Ocean. Oakland is the seventh largest city in the state of California and covers 54 square miles. Oakland is developing rapidly, with over 10,000 housing units recently completed or under construction and thousands more advancing through the city’s permitting process.

Within its borders, Oakland features well-kept neighborhoods, a progressive, dramatically growing downtown, and superior cultural and recreational amenities. The heart of the East Bay, Oakland is home to a wealth of activities and attractions.

The city is surrounded by sparkling bay waters and rolling hills dotted with redwood forests. Visitors can boat, bike and hike amid spectacular natural surroundings.

Designated as an All-American City, Oakland is the center of the East Bay trade area, and is rich in history, impressive growth and a promising future. It is a city of transportation, of health care, of government, of sports, of education, and of arts and culture. The 24,000 square-foot Oakland Asian Cultural Center is the largest and most modern facility of its kind in North America. The Oakland Museum of California (OMCA) is an interdisciplinary museum dedicated to the art, history, and natural science of California and is enjoyed by visitors and residents alike.

Oakland has seen a resurgence of restaurants to the area, and the Eat Real Festival, an annual celebration of good food with a focus on artisan food craft, street food, craft beers, local wines and delicious cocktails is a popular event in the community.

Some 80 different languages and dialects are spoken in the city, and a study conducted by the University of Wisconsin cited Oakland as being the most integrated city in the nation.

Recognized as a major transportation hub, Oakland is a city in which large corporate headquarters comfortably sit nearby traditional business and small shops.

With San Francisco Bay and the Pacific Ocean sitting at Oakland’s doorstep, there is something fun and exciting for everyone who visits or resides in this cosmopolitan city.

The Position

Under administrative direction, the **Assistant Director of Aviation – Operations**, works closely with the Director of Aviation in directing and administering Airport Operational programs of the Port of Oakland in accordance with the mission, goals, and objectives as articulated by the Executive Director and approved by the Board of Port Commissioners. The incumbent ensures compliance with Federal, State and local laws, rules, and regulations pertaining to aviation.

Typical duties may include, but are not limited to the following:

- The incumbent is responsible for planning, organizing and directing the day-to-day operation of the Oakland International Airport. Reports to the Director of Aviation and may act as Director in his/her absence.
- Directs the inspection of airport facilities for proper maintenance, compliance with established safety requirements, and needed repairs and improvements.
- Provides support in the planning, organization and overall direction of the work at Oakland International Airport to ensure safe, effective and efficient airport operations.
- Assists the Director with long and short-range planning by forecasting for aviation needs and formulating recommendations for major expansion programs.
- Reviews operational reports, develops recommendations, and prepares proposed changes as necessary for the continued efficiency of airport operations and maintenance activities.
- Represents the Port and Airport at meetings and conferences.
- Prepares operational records and reports and presents findings to the Director of Aviation, stakeholders, aviation committees and associations, chambers of commerce, commissions, boards, governmental agencies, and other civic and interested groups.

The Ideal Candidate

The ideal candidate will have knowledge of: principles and practices of aviation facility operation and development; familiarity with Federal Aviation Regulations Part 139, FAA Advisory Circulars, Code of Federal Regulations Part 1542 and the California Aeronautics Program regulations, the FAA Airport Improvement Program grant process and grant assurances; principles and practices of effective leadership and staff supervision, including selection, training and development, dynamics of line-staff relationships, techniques of effective interpersonal communications and relations, effective problem solving and decision making techniques, planning and delegating work, performance evaluation, positive recognition methods, and progressive discipline; aviation practices and terminology; airport certification, security, and emergency manuals; budget development and expenditure control.





Position Qualifications

This position requires a combination of education and experience reflecting possession of the required knowledge, skills, and abilities. A typical combination would include graduation from an accredited college or university with a bachelor's degree in airport management, business administration, public administration or related field plus at least seven years of full-time paid managerial or supervisory experience in airport management, airport operations or airport finance and administration.

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

Assistant Director of Aviation (Operations) oversees (total FTE's 200):

- Operations
- Security
- Terminal Services/Janitorial
- Facilities

Salary & Compensation

The salary range for this position is \$195,612 - \$242,268 depending on experience. An attractive benefit package is offered that includes CalPERS pension retirement, and full medical, dental and vision coverage.

For a link to more information about **benefits**, [click here](#).

How to Apply:

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

**Deadline for complete applications:
Sunday, June 14, 2020**

Project Manager: **Matt Nelson, CM ATP**
matt@adkexecutivesearch.com

Please note: after your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: admin@adkexecutivesearch.com

