



The County of Ventura invites applications for  
Deputy Director - Airports, Operations & Maintenance

Camarillo Airport (CMA)  
Oxnard Airport (OXR)  
Ventura County, CA

*EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH*

## The Airports

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The County of Ventura Department of Airports includes the Camarillo Airport (CMA) and the Oxnard Airport (OXR).

CMA, the former Oxnard Air Force Base, was established in the early 1950s for coastal defense. A variety of military aircraft operated here until 1969 when the base was deactivated. After a surplus process, CMA officially opened as a General Aviation airport in 1976. It occupies approximately 650 acres of land and is owned and operated by the County of Ventura in partnership with the City of Camarillo through a Joint Powers Authority (JPA).

Today CMA is the proud home of over 450 general aviation aircraft and there are between 150,000 and 200,000 take offs and landings per year. The airport community includes several aviation businesses providing flight instruction (fixed wing and helicopter), aircraft maintenance, charter and storage. CMA is home to the Experimental Aircraft Association (EAA), the Commemorative Air Force (CAF), the Ventura County 99's, and an Ultralight Airpark. There is also an Airport Business Park that includes several County agencies, and a variety of businesses.

CMA provides nearly \$200 million in positive economic benefit to the local community and supports over 1,000 jobs. The Federal Aviation Administration recently categorized CMA as a National Asset. It certainly is a jewel to the local community and the County of Ventura.

OXR covers 230 acres and is located on the coastal edge of the 200-square-mile Oxnard Plain, a mile and a half from the coastline on the southwest corporate limits of the City of Oxnard. The airport is classified as a non-hub commercial service airport and is home to a flight school and two full service fixed base operators, providing services such as aircraft charters, aircraft maintenance, and pilot supplies. The airport also hosts several car rental agencies and shuttle bus service to Los Angeles International Airport. The Federal Aviation Administration recently categorized OXR as a Regional Asset.





## The Community

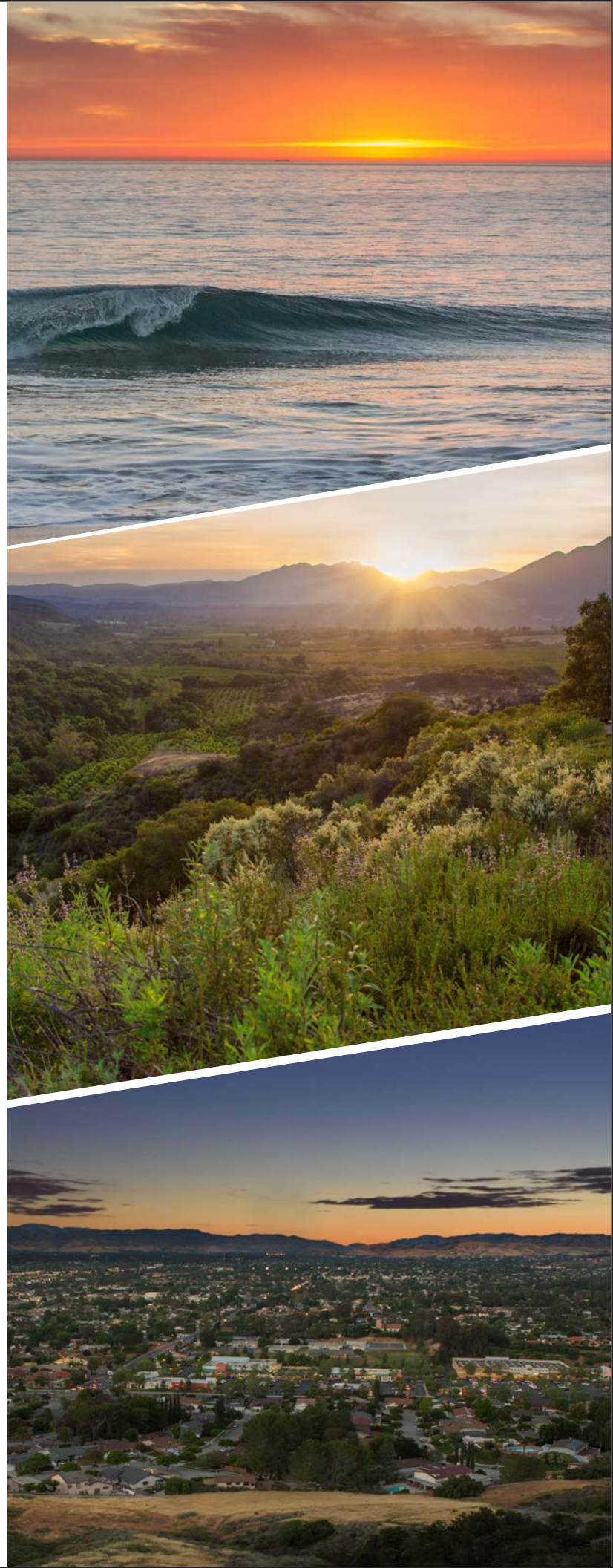
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Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

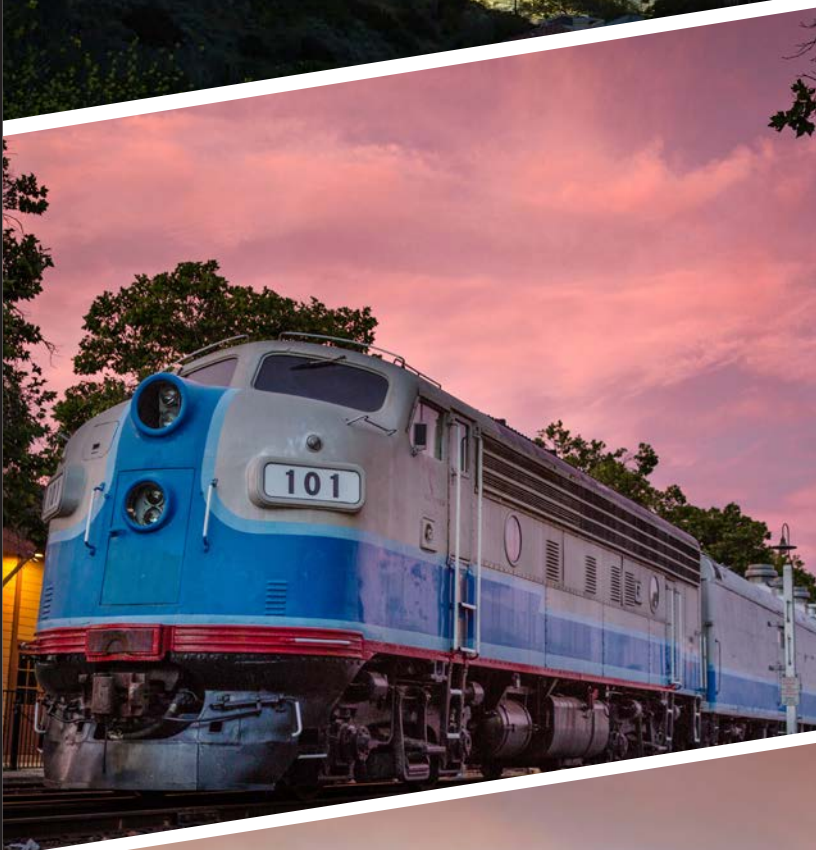
Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

County operations have an operating budget of approximately \$2.86 billion with a staffing allocation of 10,268 employees. The County has excellent financial standing with its AAA rating, the highest possible long-term bond rating, from Moody's and Standard & Poor's. The County excels in its financial and business operations which are based in continuous process improvement.

The County of Ventura is committed to developing, nurturing, and sustaining an equitable community and workforce where all individuals can thrive. The county strives to ensure that equity, diversity and inclusion are embedded at all levels of programs and departments through acknowledging, analyzing, and addressing the root causes of inequities. They advance equitable policies, practices and procedures, including, but not limited to County services, recruitment and retention, policies and practices, budgeting and procurement. They are committed to being transparent and will continually evaluate and update their strategies when identified goals and objectives are not being achieved or sustained. The County of Ventura strives to create an inclusive environment where every community member feels a sense of belonging.







## The Position

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The Deputy Director - Airports, Operations & Maintenance is under the general direction of the Director of Airports. The Deputy Director is one of two Deputy Director positions and will oversee several of the areas of responsibility listed. They coordinate and administer multiple program areas which includes operations, emergency services, facilities maintenance, security, properties, accounting, grants, construction, development, and administration functions of both County airports. They manage policies and procedures for the operations, facilities maintenance, and security functions of Ventura County Airports. They prepare operating and capital budgets and review plans, programs, and budget estimates that are submitted for approval.

The Deputy Director assists in staffing activities, and assigns and supervises operations, maintenance and security staff. They inspect and monitor facilities and grounds to maintain the Airport's compliance with FAA and TSA regulations. They administer airport leases, licenses and agreements, develop and process contracts, recommend lease rates, and monitor compliance with lease terms and conditions. The Deputy Director evaluates requests for property improvements and their potential impacts on the Airports' Master Plan and federal rules and regulations, and makes recommendations to the Airport Director. The Deputy Director assists in staff selection, assigns, supervises and inspects the work of operation, maintenance and security staff and contractors. They prepare requests for proposals and bid specifications, evaluate submittals and prepare recommendations for award of contracts. They schedule maintenance, remodeling and repairs of Airport property and equipment. Performs other work as needed and assigned.



## Preferred Experience and Education

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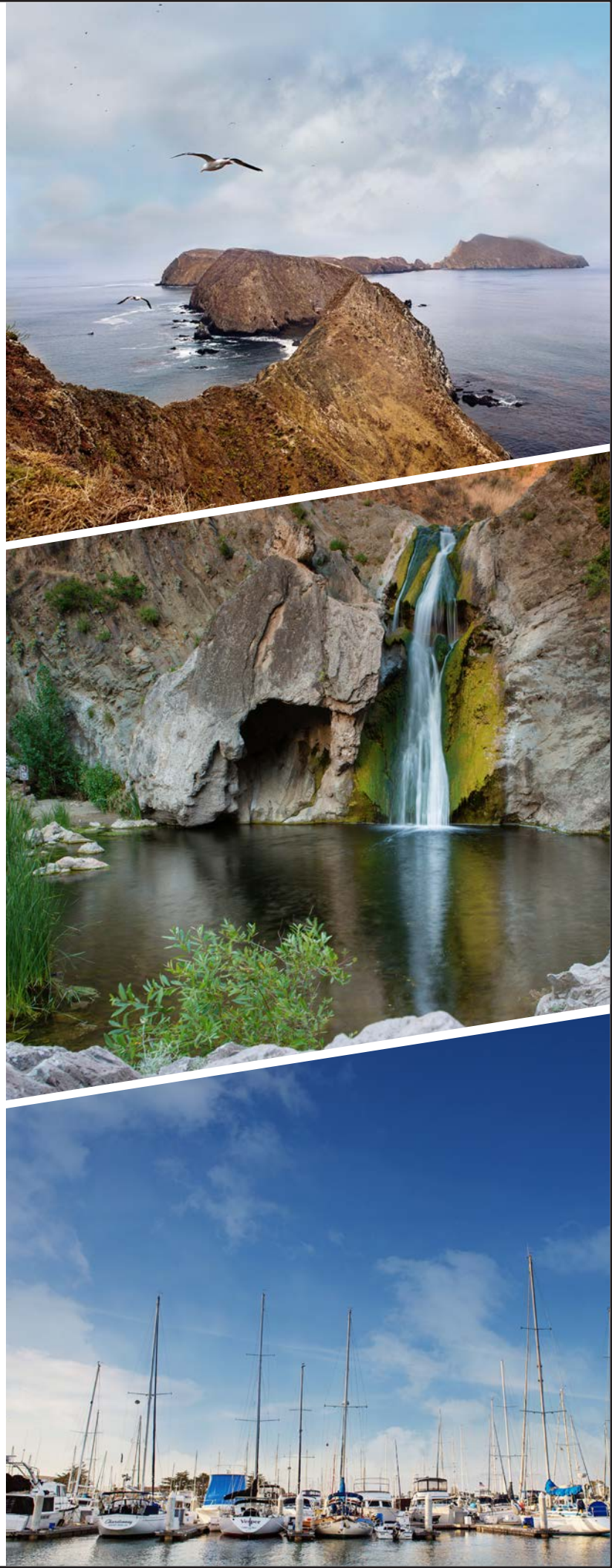
- Graduation from an accredited 4-year college or university with a degree in Business Administration, Airport Management, Airport Management, Public Administration or Finance is desired;
- Working knowledge of airport operations, maintenance, safety and emergency response and the preparation of associated reports and correspondence;
- Thorough knowledge of FAA and TSA rules and regulations;
- Thorough knowledge of budget preparation, expenditure approval and purchase requisitions;
- Thorough knowledge of RFP process and bid analysis;
- Thorough knowledge of employee management and supervision
- Accredited Airport Executive (A.A.E.) certification by the American Association of Airport Executives (must be able to obtain within 2 years of employment by the Airport);
- Possession and maintenance of a valid California driver's license, or the ability to obtain one within the first 90 days of employment.

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

## Salary and Benefits

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The salary range for this position is \$111,437 – \$156,012. A starting salary between the midpoint and top-of-range is achievable by the exceptional candidate. Ventura County offers an attractive benefits package and will assist with relocation costs. An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.





## How To Apply

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

**Deadline for applications: July 30, 2023**

The contacts for this search are:

**Rod Dinger, A.A.E.**

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**Dan Sprinkle, A.A.E.**

[dan@adkexecutivesearch.com](mailto:dan@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](mailto:admin@adkexecutivesearch.com).

The County of Ventura is an equal opportunity employer.

