



The County of Ventura invites applications for
Deputy Director of Airports, Business & Administration

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

Executive Search Services Provided By ADK Consulting & Executive Search

The Airports

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 500 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 99s, 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 our 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.



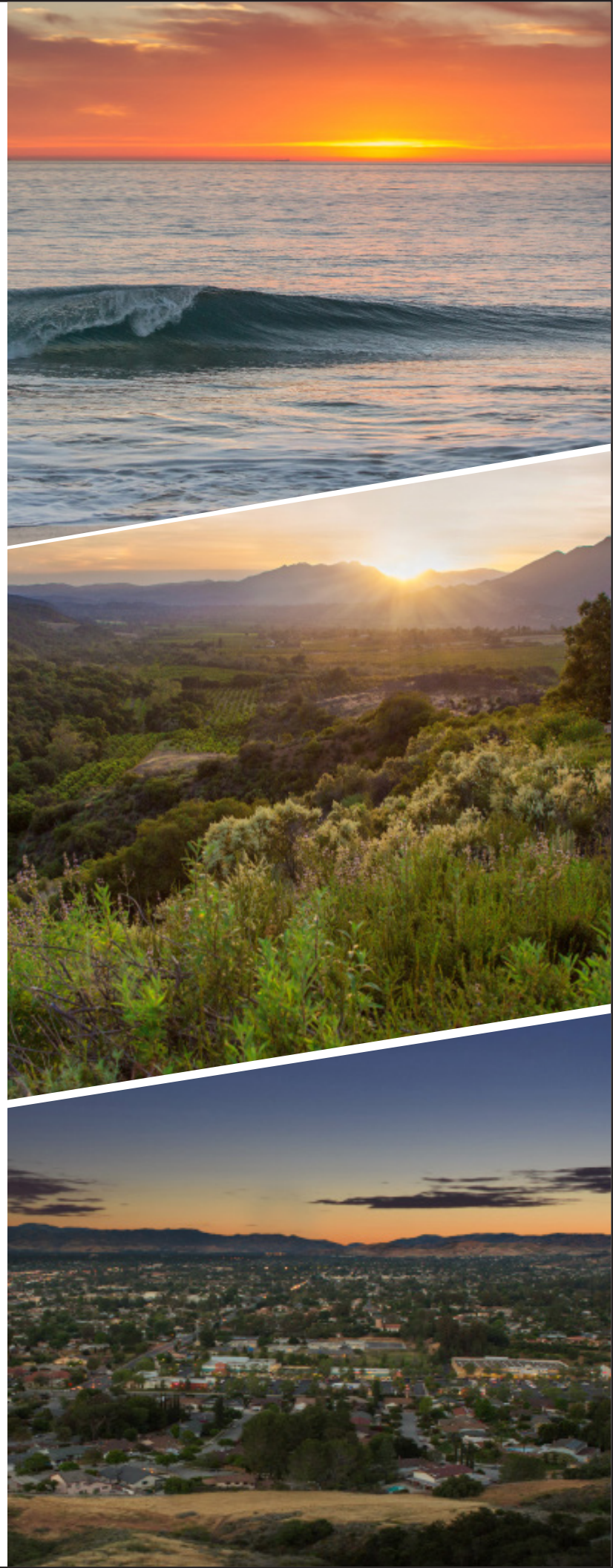
The Community

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.

The County is supported by a total budget of approximately \$3.04 billion and over 10,000 allocated FTEs in 26 agencies/departments. 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. We strive to ensure that equity, diversity, inclusion are embedded at all levels of Ventura County programs and departments through acknowledging, analyzing, and addressing the root causes of inequities. We advance equitable policies, practices and procedures, including, but not limited to County services, recruitment and retention, policies and practices, budgeting and procurement. We commit to being transparent and will continually evaluate and update our 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.





Position Overview

The **Deputy Director of Airports, Business & Administration**, plays a vital leadership role under the direction of the Director of Airports. This position oversees critical administrative functions that support the airport's operations, including project and construction management, lease and contract administration, financial oversight, and human resources. The ideal candidate will bring a strategic mindset, strong business acumen, and deep experience in navigating complex regulatory environments to help guide the airport's continued growth and operational excellence.

About the Role

This is a high-impact role responsible for ensuring compliance with federal and state regulations, maintaining productive tenant relationships, and promoting effective internal team management. The Deputy Director will partner closely with executive leadership and serve as a key advisor on administrative and operational matters.

Key Responsibilities

- Oversee business functions including finance, contracts, leases, HR, and project administration
- Manage airport construction and development projects in coordination with relevant agencies
- Ensure compliance with FAA, Caltrans, and other regulatory guidelines
- Direct preparation and management of the department's annual budget
- Administer lease agreements, licenses, and tenant compliance reviews
- Lead procurement activities including RFPs and bid evaluations

Leadership Qualities and Style

The successful candidate will demonstrate:

- Expertise in business and technical airport operations
- A collaborative leadership style that promotes accountability and performance
- Strong oral and written communication and presentation skills
- Strategic thinking with a focus on innovative problem-solving
- Ability to build and maintain effective relationships with diverse stakeholders
- Skill in group facilitation and cross-functional coordination
- Proven success managing people, processes, and regulatory obligations
- Skilled in developing and delivering effective presentations

Preferred Qualifications

- Bachelor's degree in Business Administration, Airport Management, Public Administration, or Finance
- A.A.E. certification (or ability to obtain within 2 years of hire)
- Demonstrated experience with lease administration, tenant relations, and compliance
- Familiarity with procurement, budgeting, and project management best practices
- Knowledge of applicable FAA and Caltrans rules and procedures
- Valid California driver's license or ability to obtain within 90 days

Salary and Benefits

The salary range for this position is \$133,958 - \$187,542. A starting salary between the midpoint and top-of-range is achievable for 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.

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





How To Apply

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

Deadline for applications: **May 11, 2025**

The contacts for this search are:

Rod Dinger, A.A.E.

rod@adkexecutivesearch.com

Barry Bratton, A.A.E.

barry@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.

The County of Ventura is an equal-opportunity employer. We support diversity and are committed to creating an inclusive environment for employees.

