

## **AIRPORT MANAGER**

### **Definition:**

Under general direction plans, organizes and manages and coordinates the operations of the Fullerton Municipal Airport including the internal security of airport property, buildings, facilities, and privately owned aircraft; acts as the City's representative for aviation matters and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Manages operation of the Fullerton Municipal Airport in accordance with applicable laws, regulations and safety rules/procedures.

Acts as the City's representative for aviation matters in dealing with the public, airport tenants and users and other government agencies.

Directs the internal security of airport property, buildings, facilities, airfield and privately owned aircraft.

Promotes safety in airport operations and services.

Prepares the Airport Division budget, capital improvement programs and the annual report.

Administers the expenditure of funds, implements the airport division budget and supervises the maintenance of financial and cost records.

Keeps informed of and makes recommendations regarding regulations, legislation and technical developments affecting airports, aviation activities and the community.

Meets with the public, civic organizations, airport users/tenants and concessionaires to stimulate interest in the airport, promote good will, resolve problems, process complaints or requests and promote good relations.

Develops leases, contracts and rental agreements involving airport properties and facilities, to include the timely collection of fees and rents and explains, interprets and enforces provisions of airport contracts/agreements and regulations.

Reviews and analyzes a variety of records, contracts, reports and other data and makes recommendation for change as needed.

Manages the selection of, trains, supervises and evaluates assigned staff.

Inspects airport conditions/facilities as needed.

Plans for and recommends current and future facility and service needs including building space arrangements and allocations.

Directs and coordinates inspections for proper maintenance, needed repairs and improvements of all airport facilities.

Researches, compiles, organizes and interprets a wide variety of data and makes oral and written presentations.

Participates in the preparation of reports, correspondence, agenda letters, resolutions, ordinances and grants.

Provides staff assistance to commissions and committees as needed.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

**Class Characteristics:**

Airport Manager is a single incumbent division manager position in the Development Services Department and has broad responsibility for the safe, efficient and effective operation and administration of Fullerton Municipal Airport activities.

**Contacts and Relationships:**

The Airport Manager establishes and maintains contact with Development Services Department staff and staff in other City departments. Additional contacts are established and maintained with a variety of individuals to include contractors, vendors, pilots, airport customers, user groups, interest groups, the public and public/private representatives.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Airport organization, management and operation to include airport maintenance and security practices and methods.

Contract administration related to area assigned.

Construction/planning for airport ground improvements, structures and facilities.

Laws, rules and regulations and programs concerning aviation operations, practices and procedures.

Aviation standards, procedures and terminology to include noise abatement principles and practices.

Airport safety principles and practices.

Effective supervisory and management techniques.

Budget and grant administration.

Methods of research and analysis.

Methods of making effective oral and written presentations.

Public relations and customer service techniques.

Negotiating and conflict resolution techniques.

Computer applications as they relate to area assigned.

**AND**

**Ability to:**

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Plan, organize and direct a comprehensive airport program.

Adhere to multiple deadlines and handle multiple projects.

Interpret and apply applicable laws and City and division/department rules and regulations.

Perform research, analyze problems, recommend effective solutions and implement same.

Prepare reports and correspondence.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Manage, supervise, train and evaluate assigned staff.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree from an accredited college or university in Aviation Management, Business Administration, Public Administration or a closely related field.

**AND**

**Experience:**

Four years of progressively responsible professional level experience in municipal airport administration to include two years of supervisory experience.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Airport Manager file financial disclosure statements in accordance with state and local laws.

**Other:**

A valid Federal Aviation Administration Pilot's Certificate is preferred but not required.

An Accredited Airport Executive designation issued by the American Association of Airport Executives is helpful but not required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors in an office and on-site in an airport environment. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, grasps, sits, stands, walks and may climb stairs, twist, bend and reach. When performing outdoor work there may be full exposure to the elements and the incumbent may walk and stand on slippery surfaces, be exposed to aviation hazards including fuel and fumes and the extreme noise of airport operations requiring sound suppressors. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt – Administrative.

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