



City of Casa Grande

### Airport Manager

**GENERAL PURPOSE:** Under general supervision, plans, organizes and manages the operation and maintenance of the City's municipal airport.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates and supervises the operations of the City's municipal airport.
- Plans, directs and supervises the work of staff assigned to the municipal airport; develops and implements policies and procedures.
- Plans, organizes, implements and directs all airport capital improvement projects; coordinates the work of all contractors and City staff involved in the completion of projects.
- Assists in determining the short and long-range planning and goals for the airport.
- Prepares and monitors the airport operating and capital improvement budgets.
- Negotiates, prepares and administers leases and contracts for the airport.
- Interprets, explains and enforces federal, state and local rules and regulations governing airport use outside the area of authority of the Federal Aviation Administration.
- Coordinates with the Federal Aviation Administration, Arizona Department of Transportation Aeronautics Division, and other agencies on matters relating to air transportation.
- Meets with airport tenants and lessees to address and resolve matters of concern.
- Represents the City on matters relating to air transportation. Provides staff support to the Airport Authority Board.
- Participates in the marketing of the airport to attract additional businesses and development to the airport.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Airport staff.

#### **MINIMUM QUALIFICATIONS:**

## **JOB DESCRIPTION**

### **AirportManager.doc**

#### **Education and Experience:**

Bachelor's Degree in aviation, business or public administration, or related field, and five (5) year's experience in directing or assisting in the direction of airport operations, including one year of supervisory experience; OR an equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- Knowledge of City policies and procedures.
- State and Federal codes and regulations relating to airport facilities and aviation operations.
- Knowledge of general aviation and airport operation methods and policies.
- Knowledge of preparation of leases and contracts as they relate to airport facilities.
- Knowledge of tools, materials, equipment, techniques and procedures used in general aviation facility maintenance.
- Knowledge of basic principles of supervision and training.
- Knowledge of the principles of record keeping and records management.
  
- Skill in reading, interpreting, understanding and applying aviation facility standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in planning, organizing, directing and supervising the operations and staff of the airport including the maintenance of facilities and enforcement of regulations.
- Skill in preparing, administering and monitoring the airport budget.
- Skill in preparing grant applications and administering grant funding.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Possession of a valid Arizona Drivers License; specific technical training and certifications may be required.

**Physical Demands / Work Environment:** Work is performed mainly in an office environment, but occasionally outdoors, and in maintenance facilities.

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