

AIRPORT MANAGER

DEFINITION

Under general administrative direction, to plan, direct, and coordinate the operation of the Hayward Executive Airport; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a division head classification reporting directly to the Public Works Director. The Airport Manager is responsible for the overall planning, administration, and management of the Hayward Executive Airport; and performs responsible administrative management in support of the department's and City's goals and objectives. This position is distinguished from the Airport Operations Manager classification which is responsible for the direct supervision of staff performance of operations and maintenance tasks at the airport.

SUPERVISION RECEIVED

Receives general administrative direction from the Director of Public Works.

SUPERVISION EXERCISED

Exercises management oversight and may provide direct supervision of maintenance, clerical, and supervisory personnel.

EXAMPLE OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Plan, develop, and direct the operational, maintenance, staffing, and customer services activities; and coordinate utilization of staff and equipment.

Provide public relations and public information pertaining to the airport; and act to stimulate interest in the airport to promote the development of airport property and use of airport facilities.

Develop and implement airport goals, objectives, policies and priorities.

Enforce federal, state, and local rules and regulations governing airport use and noise restrictions, and report alleged violations to proper authorities.

Prepare and administer annual operations and capital improvement project budgets; control and monitor expenditures.

EXAMPLE OF ESSENTIAL DUTIES (continued)

Plan, direct, supervise, and coordinate development of capital improvement projects and airport maintenance operation activities.

Develop, evaluate, negotiate, and administer contracts, leases, agreements, permits and other transactions with fixed-based operators, public and private agencies as well as individual parties; and supervise the collection of rental, lease and other service fees.

Select, supervise, and evaluate the work of airport personnel; plan and coordinate staff training and development programs; and initiate applicable personnel actions.

Coordinate airport activities with other City departments and divisions, and with outside agencies; represent the City in the community, in relationship with other agencies, and at professional meetings as required.

Research, prepare, and present correspondence, technical, fiscal and administrative reports and records for submittal to federal, state, and local agencies.

Respond, investigate, and resolve citizen complaints and inquiries.

Assign work activities, projects and programs; inspect facilities, grounds, and equipment for proper maintenance, needed repairs and improvements.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, methods, and techniques of airport administration, development, operations, aviation safety, and finance including property management.

Pertinent federal, state, and local laws, ordinances, rules and regulations pertaining to airport operations, maintenance and certification including Federal Aviation Administration (FAA) regulations associated with General Aviation Airports.

Principles and practices of airport leases, contracts, and rental agreements.

Airport facility maintenance requirements, materials, supplies and equipment.

Principles and practices of budget preparation, administration and control.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge Of: (continued)

Federal and state grant programs and procedures.

Principles and techniques of supervision, performance evaluations and training.

Ability To:

Plan, direct, supervise and coordinate airport and aircraft activities, operations, noise abatement, and maintenance.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Communicate clearly and concisely, orally and in writing.

Prepare comprehensive and complex technical reports

Select, supervise, train, and evaluate assigned personnel.

Pass a Federal Aviation Agency background security check.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Experience: Five years of increasingly responsible administrative experience in airport management, operations, finance, noise abatement, and planning or construction involving the development of programs and policies. At least two years of management or supervisory experience required. American Association of Airport Executive certification required within three years of employment.

Education: Equivalent to a Bachelor's degree from accredited college or university with major work in aviation management, public or business administration, or a related field.

License Requirements: Possession and maintenance of a valid California driver license. Pilot license desirable.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

0713CS95

February 1946

Revised August 1995

December 2010

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt