

Airport General Manager -

POSITION OVERVIEW:

Perform professional and administrative work planning and directing operations of the airport. Direction is provided by the Airport Board President. Yavapai County Supervision may be provided to various maintenance, operational, and administrative personnel. The primary duty of this position is to ensure a safe, efficient, and cost effective operation of the airport. Additionally, the General Manager must have the skills to identify economic opportunities, market these opportunities and execute the necessary programs and plans to attract and bring to fruition the identified opportunities and business developments. It is critical the General Manager have a functional knowledge of Federal Aviation Administration rules, handbooks and guidance along with knowledge of Arizona statutes associated with the operations of an Airport. In general, the General Manager will have experience in both airport operations, both general aviation and commercial, as well as the ability to increase airport business and increase revenue generation. The selected individual will also have a basic awareness of legislative processes at the local, state and federal levels and can demonstrate their ability to work collaboratively with airport staff, city, county and federal personnel. Further, they must show that they understand the relationship of the position to the Airport Authority, the municipalities, and Yavapai County.

Essential Functions:

- Attend and participate in monthly, and any special meetings, providing appropriate updates as requested.
- Accounting and/or bookkeeping experience.
- Work closely with the Federal Aviation Administration (FAA) and Yavapai County in order to secure AIP, NPE, and other sources of grant funding.
- Ability (or willingness to learn) to administer state and federal grants (primarily FAA and WVAC) including pay requests, electronic filing, advertising, contract tracking, and close out.
- Provide timely notification to Authority, airport users, federal and state agencies of any conditions adversely affecting the operations at the airport.
- Develop 20-year airport Master Plan to include short term (5 year) and long term (10 year) goals according to FAA guidelines, as well as airport marketing and business plan manuals (i.e. airport layout, airport security, emergency operations, wildlife hazard mitigation, winter weather operations, etc.).
- Develop and administer the airport annual operating budget.

- Develop and administer the airport capital improvement program budget.
- Coordinate strategic planning, airport engineering services and construction projects at the airport.
- Oversee preventive maintenance of the airfield infrastructure, buildings, vehicles and equipment.
- Oversee response and activities associated with extreme weather events on the airfield.
- Periodically review and administer real estate management of commercial and general aviation leases.
- Develop and enforce the airport's Primary Guiding Documents, Minimum Operating Standards, FAA/WVAC Rules and Regulations, Developmental Guidelines, and Rates and Charges.
- Conduct inspections and necessary training for airport staff and tenants; as well as enforce the 14 CFR Part 139 Airport Certification for general aviation operations.
- Coordinate marketing and airport development with the Business and Marketing Manager.
- Coordinate, manage and facilitate emergency and non-emergency situations with the appropriate emergency service agencies.
- Supervise, direct and annually evaluate airport employees.
- Review and approve all airport operational and capital purchases.

Competencies:

Assures that effective internal controls are developed and maintained to ensure the integrity of the organization.

Oral Communication- Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas

Problem-Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances between airport employees (City, tenants, vendors, and contractors) and resolves them in a constructive manner. Works with staff, higher-level managers, peers, and administrative staff of other organizations, internal and external customers of a localized functional and/or operational area, and local stakeholder groups to generate ideas of agreement and joint action.

Written Communication- Expresses facts and ideas in writing in a succinct and organized manner.

Technical Competence- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise; maintains credibility with others on technical matters.

Leadership- Inspires, motivates and guides others toward goals; coaches, mentors and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

Flexibility- Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

Supervising a Diverse Workforce- Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons. Human Resources Management-Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

Interpersonal Skills- Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations.

Self-Direction- Demonstrates belief in own abilities and ideas; is self-motivated and results oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Team Building- Manages group processes; encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decisiveness- Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risk and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Self Esteem - Believes in own self-worth; maintains a positive view of self and displays a professional image.

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Organizational Awareness - Knows the organization's mission and functions, and how its social, political, and technological systems work and operates effectively within them; this includes the programs, policies, procedures, rules, and regulations of the organization.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Legal, Government and Jurisprudence - Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Administration and Management - Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Public Safety and Security - Knowledge of public safety and security; occupational health and safety; investigation and inspection; rules, regulations, precautions, and prevention techniques for protecting people, data, property.

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Knowledge, Skills and Abilities:

- Working knowledge of FAA AIP Grant funding programs.
- Familiarity with various ACRP program manuals and guidebooks.
- Experience and knowledge of FAA CFR's and FAR's.
- Comprehensive knowledge of airport operation and maintenance.
- Thorough knowledge of the methods, materials and practices employed in building and grounds maintenance, including the maintenance of paving and proper drainage of land.
- Ability to supervise and inspect the work of subordinates engaged in administrative, custodial, maintenance and public service tasks.
- Ability to keep financial reports and prepare reports.

- Graduation from an accredited college or university with a Bachelor of Science Degree in Airport Management, Aviation Business Administration, Business Administration, Public Administration, Civil Engineering, or related field preferred.
- Ten (10) years of experience in Federal Airport Regulation Part 139 certified airport operations and management, including five (5) years of professional level supervising preferred but not required.
- Airport executive accreditation or enrollment, Airport Security Coordinator certification and aircraft rescue firefighting training desired.
- Pilot certificate preferred; and valid driver's license required.
- Demonstrated computer abilities to include using the full range of Microsoft office products, QuickBooks and video technologies.
- Verifiable and proven ability to manage and develop personnel.
- Must pass a drug and alcohol screening and have no DUI'/DWI' or drug related convictions.