

07030
AT WILL

DIRECTOR, AIRPORTS

NATURE OF WORK

This is administrative and supervisory work in the maintenance and operation of a municipal airport.

An employee in a position allocated to this class plans and supervises the operation of the County Airport. Work involves directing the development and implementation of a comprehensive maintenance program to insure maximum airport operating efficiency and directing programs that establish the application, interpretation and enforcement of a wide variety of Federal, State and local regulations and policies pertaining to airport operation. This employee must exercise considerable judgment in carrying out his duties and responsibilities. Work is reviewed through conferences, reports and observation of work results.

EXAMPLES OF WORK

Supervises and directs the work of a staff of employees engaged in the maintenance and operation of an airport used by private plane owners and commercial airlines.

Prepares reports of aircraft activity.

Determines current and potential programs needs and plans for those needs.

Conducts the overall management of operations to ensure adequate income and proper assessment to individual users.

Keeps financial and statistical records and makes reports.

Enforces Federal, State and local rules and regulations governing airport use outside the area of authority of the Civil Aeronautics Authority.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Federal, State and local rules and regulations pertinent to airport traffic control and airport management.

Thorough knowledge of airport maintenance requirements and of necessary supplies, materials and equipment.

Thorough knowledge of principles and methods of business management of airports.

Ability to analyze and effectively report upon operating conditions and problems and to recommend or install appropriate solutions.

Ability to plan, assign and direct the work of clerical, skilled, semiskilled and custodial subordinates.

Ability to establish and maintain effective working relationships with airlines, other officials and the general public.

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DIRECTOR, AIRPORTS - CONT'D

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college or university with major course work in Airport Management, Business Administration or related field; considerable responsible experience in airport operation and maintenance, some of which must have been at a supervisory level; or any equivalent combination of related training and experience.

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