



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### ***Airport Manager***

Department: Airport Department      Reports to: Mayor      Pay Grade: H15  
Date Established: 3/2014      Date Revised: 08/2018      FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The Airport Manager directs and manages the overall operations of Pocatello's Regional Airport. This is a management position responsible for short and long-range planning for transportation services through the development of air service, general aviation and non-aviation business development. The job also includes administrative management duties including budget development and administration and supervision of staff. The job directly supervises Airport staff and indirectly supervises maintenance staff. The Airport Manager may be appointed by the Mayor.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a general office and public airport environment that may include exposure to weather conditions and aircraft hazards. The noise level is generally moderate.

The job is an on-call position, responding to emergency and/or weather-related situations and 30-minute response to the job site as necessary.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Directs and supervises the Airport's overall operations.

Monitors Airport operations for compliance with federal, state and local laws and regulations including, but not limited to, FAA airport safety regulations and TSA airport security regulations. Develops and provides initial and annual training to airport department, select police department and select fire department personnel and select tenant employees.

Directs short- and long-range planning. Administers Airport Improvement Program (AIP). Determines project priorities and plans funding as needed. Selects engineering and architectural consultants, coordinates and approves project design, and coordinates projects with aviation safety plan. Identifies, prioritizes, budgets for and schedules non-AIP work to airport facilities including infrastructure and City-owned buildings including leased buildings.

Manages and promotes economic development of aviation and non-aviation properties. Develops and implements a marketing and public relations outreach programs that includes advertising, public speaking engagements and representing the Department to community organizations and at events. Directs Airport community information, education, and relations programs.

Advertises, gathers and/or coordinates collection of information in response to requests for information. Responds to public requests for information, suggestions, and complaints.

Negotiates and coordinates new leases. Administers all lease agreements including monitoring compliance and conducts annual lease rate reviews. Initiates administrative and/or legal action against tenants in violation of leases as required. Interacts with tenant organizations for various activities, support and/or service requests.

Manages the Department's budget including creating, revising, and implementing an annual budget. Prepares grant documents, applies for and administers grant funding.

Hires, supervises, trains, schedules, evaluates, and disciplines employees, including terminations.

Supervises work of non-departmental consultants, vendors, and contractors.

Prepares and presents periodic reports, as requested.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Methods, techniques, and objectives of the operation of a regional airport, including standards and best practices for airport aviation and fixed base operator leasing;
- State and Federal regulations, standards and rules sufficient to be able to maintain regulatory compliance of aircraft operations and security;
- Federal Air Rules for safety and security;
- Employee hiring, supervision, training, evaluation, disciplinary, and termination methods, techniques, and objectives;
- Municipal budgeting processes, including formulating and implementation;
- Federal and state funding and reporting requirements, including grant compliance;
- Preparation and maintenance of documents, records, and logs;
- Methods, techniques, and objectives of long- and short-term planning and implementation;
- Operation of a personal computer and job-related software applications;
- Americans with Disabilities Act (ADA) and other applicable federal, state, and local statutes and regulations affecting the providing of transportation to the public;
- Federal (OSHA) regulations and City policies regarding safe work practices relating to operating public transportation vehicles;
- State, local, and other applicable traffic and vehicle safety codes and regulations;

#### **Skill and Ability to:**

- Direct the overall operations of the City Airport through effective management, planning, organizing, staffing and leading;
- Implement relevant federal and state public transportation regulations, statutes, and requirements;
- Monitor Department operations for compliance with federal and state requirements;
- Hire, train, supervise, and evaluate the work of employees;
- Operate a personal computer, including job-related software and applications;
- Operate standard office equipment;
- Maintain operational records, logs, and documentation and prepare and present periodic reports;
- Create and implement an annual budget, including monitoring spending for compliance;
- Resolve conflicts with internal and external customers;
- Maintain a professional demeanor at all times;
- Work on multiple projects, set priorities, and allocate resources for project completion;
- Communicate effectively in the English language at a level necessary for efficient job performance;

- Complete assignments in a timely fashion;
- Understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- Bachelor’s degree in business management, public administration, or a related field is required;
- Five (5) years of progressively responsible experience and/or training that includes Airport administration, FAA Airport Improvement Program (AIP) management, property and lease management, contract management, complex administrative and office management duties and responsibilities is required;
- Must currently be, or have the ability to become, a Certified Member (C.M.) within eighteen (18) months;
- Accredited Airport Executive (A.A.E.) Certification preferred;
- Must successfully complete a fingerprint-based Criminal History Background Check and a Security Threat Assessment;
- Must have a valid Idaho Driver’s License with safe driving record or be able to obtain one within 30 days of employment.
- Preferred: Class A CDL with specified endorsements

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard or type, reach with hands and arms. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**\*Hiring Note:**

The Airport Manager position requires the incumbent to become a Certified Member (C.M.) within eighteen (18) months. Failure to acquire this license by the established date will violate the terms of the position and will result in layoff from the position.