

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Airport Administrator	CLASS. CODE: 0689
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	Community Development Director	DATE: 7/1/2002

Job Summary:

Coordinates and maintains the development and growth of the City airport. Responsibilities include meeting proper regulations and codes, supervises the annual budget, and providing administrative work managing the department.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Maintains, monitors and implements airport master plan, City airport codes and Federal Aviation Administration regulations, including aviation safety, airport security and operations, and airport improvement grant agreements.
2. Responsible for marketing the airport and targeting the appropriate markets for financial support. Identifies development alternatives and funding resources for expansion and replacement of airport facilities and structures.
3. Manages airport assets to enhance business opportunities, aviation development and air carrier service.
4. Coordinates investigations and studies as needed, prepares proposals and makes recommendations addressing policy issues.
5. Supervises and reviews the activities of personnel, provides support and guidance, and prepares formal evaluations of employee performance.
6. Ensures airport master plan is updated and maintained to meet FAA standards and State and local land use guidelines.
7. Communicates with neighborhood organizations, businesses within the community, airport business operators, aircraft owners, and service providers to enhance airport services.
8. Maintains professional relationships with FAA officials, local and regional airport executives and trade organizations on business and transportation services.
9. Receives, evaluates and negotiates terms, conditions and standards for development and leasing of airport properties. Monitors on and off-site developments to ensure FAA and local reviews are completed to meet policies and safety standards.
10. Supervises the preparation of the annual airport budget, capital improvement programs and FAA airport improvement program applications. Implements, monitors and reports on the revenue and expenditure status of the airport budget.

Important Job Functions

1. Makes formal presentations to a variety of citizen and policy making bodies. Coordinates with FAA, State of Oregon Aeronautics and county government regarding various issues affecting airport operations and development.
2. Provides primary staff support to the Airport Advisory Commission. Presents evaluations and recommendations on matters requiring the review and comments of the Commission for consideration.
3. Establishes and maintains a master airport plan identifying land areas, utilities and easements.
4. Attends meetings and conferences as required.
5. Performs other duties as required by Director, Community Development.

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MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in public or business administration or a related field; and,
Seven (7) to ten (10) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Pilots license desired.
- Professional Accreditation (American Associate of Airport Executive) AAE desired.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Financial management and marketing procedures and practices.
- Public relations and management science practices.
- Contemporary office practices and procedures and basic office software products.
- General accounting and budgeting practices.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Demonstrate policy administration and planning and governmental relations.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, Federal agencies and officials, City officials, private sector organizations, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, write, hear and speak frequently.
- Stand frequently for extended periods.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be

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construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.