

AIRPORT DIRECTOR

6675

Date: May 2006

Department/Division: Airport

FLSA: Exempt

Reports to: Airport Board of Trustees

PURPOSE OF POSITION

Under general direction of the Airport Board of Trustees, plans and oversees the management, maintenance and operation of the Sioux Gateway Airport; does related work as required. Directly responsible for planning, managing and developing all aspects of the Sioux Gateway Airport and related facilities. Formulates and implements local commercial air service marketing strategies and serves as direct representative of the City in seeking expanded air service and competitive rates for the public. Responsible for development of Airport Master Plan for air service, airport facilities and related field facilities.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Plans, directs and inspects the overall operations and maintenance of the Sioux Gateway Airport and related facilities.
- Initiates and develops relationships with commercial carriers to enhance air service and competitive rates.
- Prepares and administers the annual budget and financial projections.
- Establishes rates and fees for airport users.
- Develops and implements operational policies and procedures in accordance with federal, state and local regulations.
- Recommends major expansion and improvement programs for the airport.
- Prepares federal and state grant applications.
- Coordinates services and activities with appropriate City departments.
- Prepares Board agenda items.
- Promotes and develops the airport through local governments, speeches and presentations to businesses, City Councils, civic groups, economic development councils.
- Administers effective public relations programs through local and regional media.
- Participates in conferences and meetings of airport managerial, aeronautical and civic organizations relative to the promotion of aviation activities.
- Establishes and maintain effective working relationships with City Officials, other agencies, fellow employees and the general public.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Considerable experience of a progressively responsible nature in an administrative or management capacity in an air carrier airport. Good knowledge of professional management, including business and public administration. Good knowledge of commercial carrier interests and requirements is desirable. Graduation from an accredited four year college or university in airport management; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Thorough knowledge of the principles and practices of public and business administration; extensive knowledge of airport management, operation and maintenance; good knowledge of federal, state and local rules and regulations governing the use and operation of airports; ability to coordinate effectively the activities of a large number of employees engaged in varied activities; ability to establish and maintain effective working relationships with officials, associates, employees and the general public; good physical condition.

Language Skills and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to customers (external and internal). Requires the ability to write and speak clearly, distinctly and effectively with fellow employees and patrons; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Work Environment

Work is normally performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors.

Special Requirements

AAE accreditation by the American Association of Airport Executives and a five year employment verification check required by the FAA.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382
Dated: May 31, 2006