



Department:	Public Works/Airport
Bargaining Unit:	Executive Management
Salary Range:	X19
Last Revision:	February 2003

AIRPORT MANAGER

DEFINITION

To manage, supervise and coordinate operations and maintenance of the Hollister Municipal Airport, coordinate assigned activities with other City Departments and outside agencies and to provide administrative support to the Director of Public Works.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director.

Exercises direct supervision over full time, seasonal and contract support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage all services and activities of the Hollister Municipal Airport except those contracted to the Fixed Base Operator (FBO).

Research, evaluate, recommend and write grant proposals and other funding requests to Federal and State agencies.

Serve as property manager responsible for renting and leasing airport property. Negotiate leases in coordination with the Director of Public Works and the City Attorney. Coordinates with City Finance Department on lease payments and late or missing payments.

Manage daily activities of the airport with major emphasis on safety. Inform tenants of airport, fire department and Federal Aviation Administration (FAA) rules, regulations, policies, safety measures and lease requirements. Conduct inspections to insure compliance. Document and inform supervisor of significant safety and hazardous waste violations.

Investigate and resolve tenant complaints with the objective of positive tenant City relations. Recommend eviction or lesser action where tenants refuse to comply with established rules, regulation or policies mandated in lease agreements.

Prepare preliminary annual Airport Division operating budget to include capital improvements. Administer the approved budget, adjusting expenditures as necessary with approval of the supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, direct, coordinate and review the airport work plan. Meet with City staff to identify and resolve problems, assign work priorities, monitor workflow, evaluate work products and adjust work plan as needed due to weather, contractor, funding or other unforeseen delays.

Evaluate operations, maintenance, policies and procedures continuously and make or recommend changes for improvement to supervisor to meet established goals and objectives. Implement changes as needed and in coordination with supervisor, City staff and tenants as applicable.

Research and recommend capital improvements. Prepare justifications, grant requests and other documentation as necessary.

Select, train, motivate, supervise and evaluate Airport Division support staff. Assign duties and responsibilities, make work schedules, training plans and allocate awards. Write performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures.

Draft the Airport Master Plan, coordinating with various City departments as required. Review and revise with supervisor for finalization of the plan.

Prepare and present reports as necessary for the supervisor, other City departments and the Airport Advisory Commission. Maintains records of operations, leases, projects, grants and proposals, the budget, employees and other subjects.

Serves as secretary for the Airport Advisory Commission. Prepare and post meeting announcements and agendas. Record and/or take notes to document meeting proceedings. Research and prepare materials and handouts as required by the Commissioners and directed by the supervisor.

Represent the Airport Division or Public Works Director in meetings with other City departments or outside agencies concerning matters affecting the airport.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Management and administrative practices sufficient to perform duties associated with managing a municipal airport.

Operational characteristics, services and activities of a municipal airport.

Principals and practices of property management.

Basic principles of municipal budget preparation and control.

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations.

Principles of supervision, training and evaluation of subordinate employees.

Planning practices and procedures common to local governments in order to draft the Airport Master Plan, work plan, budget, lease agreements and other documents as required.

Pertinent safety requirements associated with airport operations to include aircraft servicing, fueling, storage, taxi way, fuel trucks, tenant agreements and fire department regulations.

Leasing principals and practices to administer airport lease agreements.

Skill to:

Operate a motor vehicle safely.

Use a personal computer, Microsoft software and e-mail.

Ability to:

Manage, direct and administer the daily operations and maintenance of a municipal airport to include the definition and solution of problems associated with operations, maintenance and leases.

Manage airport property leases, monitor and review lease agreements, deal with airport tenants, ensure timely collection of rents, prepare documents for leasee evictions, and keep up to date lease agreements.

Prepare and administer a budget.

Develop grant and other fund proposals in accordance with Federal and State requirements.

Supervise and evaluate subordinates.

Coordinate and cooperate with other City department employees.

Communicate clearly and concisely, both orally and in writing.

Research, investigate, report and resolve situations and issues at the lowest level possible.

Be decisive and accept responsibility for work assignments.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Ability to:

Tactfully and courteously respond to requests and inquiries from the general public.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Four (4) years of increasingly responsible experience in public administration, preferably including two (2) years of airport management or property management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business management or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb and lift 50 lbs; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective Date: February 3, 2003