

9700

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

09/21/11

Revised

TITLE: AIRPORT DIRECTOR (NON-CLASSIFIED)

DEFINITION

Under executive direction, to plan, organize, coordinate and supervise the development, maintenance, capital improvement and operation of the Municipal Airport in coordination with the Airport Commission. Provide professional and technical assistance to the March Joint Powers Authority for non-military, aviation use at March Air Reserve Base.

DISTINGUISHING CHARACTERISTICS

This is the executive level classification in the Airport Department. The incumbent is expected to assume overall responsibility for all facets of municipal airport programs and activities including providing leadership in establishing general direction, goals, and priorities. The incumbent works under direction and exercises independent judgment in the performance of a variety of professional, complex and difficult duties. Positions designated as Non-Classified are exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Assistant City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives executive direction from the City Manager and/or Assistant City Manager. Exercises administrative direction over professional, para-professional, technical and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates and supervises the development, maintenance, and operation of the Municipal Airport in coordination with the Airport Commission.
- Promotes the maximum utilization of the Airport assets, including development and expansion activities.
- Assures compliance with federal and state regulatory bodies.
- Establishes and directs the enforcement of rules and regulations pertaining to Airport operations and safety.
- Develops plans and supervises the operation and use of Airport facilities.
- Seeks public and private grants and investments to fulfill the Airport goals.
- Inspects equipment, grounds, and facilities for required maintenance and improvements.
- Promotes, negotiates and administers the rental and leasing of Airport property and facilities subject to approval.
- Prepares and monitors departmental operating and capital improvement budgets.
- Supervises the maintenance and preparation of operational and financial records and reports.
- Researches airport management issues and prepares reports and recommendations for presentation to the Airport Commission, city management, and city council.

- Seeks and coordinate private and/or public partnerships that facilitate the fulfillment of Airport and city goals.
- Selects, trains, supervises and evaluates subordinates.
- Promotes safety in Airport operations and services.
- Seeks partnerships with other City department, public and entities, and community.
- Facilitate the planning and implementation of "Riverside Airshow."
- Represents the city in the community, with other agencies, and resolves relevant public relations issues.

QUALIFICATIONS

Knowledge of:

- Principles of airport operations and management to include airport maintenance and security practices and methods.
- Contract administration
- Construction/planning for airport ground improvements, structures and facilities.
- Applicable federal, state and local laws, ordinances, and programs concerning aviation operations, practices and procedures.
- Aviation standards, procedures and terminology to include noise abatement principles and practices.
- Airport safety principles and practices.
- Principles and practices of supervision and performance appraisal.
- Principles and practices of budget preparation and grant administration.
- Advanced research and statistical methods.
- Methods of making effective oral and written presentations.
- Public relations and customer service techniques.
- Negotiating and conflict resolution techniques.
- Modern office practices, procedures, and equipment, including microcomputers and applicable software applications.

Ability to:

- Plan, organize, and implement a comprehensive airport program and related activities.
- Interpret and apply applicable laws and city and division/department rules and regulations.
- Perform research, analyze problems, and recommend effective solutions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with persons within and outside of the organization.
- Manage, supervise, train and evaluate assigned staff.

- Coordinate and conduct complex, multi-phased projects and programs.

Education and Experience:

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

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration or a closely related field. Additional qualifying experience may substitute for two years of college on a year-for-year basis.

Experience: Five years of experience in airport management experience, including maintenance and operations activities. Airport management experience at the municipal or county level with responsibilities for rental and leasing of aviation facilities and marketing of airport facilities is highly desirable.

MEDICAL CATEGORY: Group 4

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Airport Director

TO: