

CITY OF SALINAS

AIRPORT MANAGER

BARGAINING UNIT/CLASS CODE:
AMPS / C03

DEFINITION

To plan, organize and direct the operation and maintenance of the Salinas Municipal Airport.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Deputy City Manager. Exercises supervision over clerical staff and technical positions assigned to the Airport.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan, organize and direct the operation and maintenance of the Airport; develop and implement goals, objectives, policies and priorities. Develop and enforce applicable regulations pertaining to airport operations and flight safety. Inspect equipment, grounds, and facilities for proper maintenance, needed repairs, and improvements; supervise accomplishment of these tasks. Develop and administer operating budget and capital improvement program. Promote and supervise the rental and leasing of airport property and facilities. Negotiate the leasing of Airport property. Prepare and maintain a variety of required reports and records for submittal to Federal, State and local agencies. Coordinate development and revision of the Airport Master Plan and supporting environmental reviews through the City's decision and policy-making processes. Coordinate Airport activities with other City commissions. Conduct monthly meetings of the Airport Commission and serve as Executive Secretary to the Commission. Represent and promote effective working relationships between the City and state aviation agencies. Present relevant reports and issues to the City Council. Apply for State and Federal funding assistance. Supervise, train and evaluate assigned staff. Promote and develop safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Laws, rules, and regulations pertaining to Airport use, safety and management. Airport management, operation, and safety principles and practices. Airport facility maintenance requirement, materials, supplies and equipment. Current development and terminology in aviation. Principles and practices of organization, administration, budget and personnel management. Federal and State airport requirements including grant programs and procedures. Local regulations and regional land use policies.

CITY OF SALINAS
AIRPORT MANAGER (continued)

Ability to:

Plan, organize and direct operations of the City airport. Prepare and administer a division budget, including a capital improvement program. Promote the mission, values, and standards of an effective organization. Communicate clearly and concisely, orally and in writing. Properly interpret and make a decision in accordance with laws, regulations and policies. Prepare detailed reports and papers as required. Establish and maintain effective relationships with City officials, and other governmental agencies, airport tenants, and the general public. Negotiate and prepare Airport leases for land, buildings and concessions.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors Degree from an accredited college or university with a major in Airport Management, Public Administration or closely related field, and five years of progressively responsible experience in airport management or other related disciplines.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 12-88, REV: 3-00, REV: 10-05