

CITY OF GLENDALE

TITLE:	Airport Administrator	CLASS CODE:	705
REPORTS TO:	Transportation Director	GRADE:	34
DEPARTMENT:	Transportation	FLSA:	E
JOB SPECIFICATION DATE: August 30, 2007 db			

JOB SUMMARY

Supervises, manages, plans, organizes, and directs the operations, development and administrative activities of the City Airport.

ESSENTIAL FUNCTIONS

1. Oversees the budget, capital improvement program, operational and administrative functions of the Airport.
2. Coordinates short and long term planning for future development of the airport facility, including financial forecasting and revenue enhancement, identifying land use and parcel development opportunities.
3. Promotes airport development through marketing activities to maintain existing tenant base as well as to attract and build new tenant interest through on-going development of the Airport.
4. Negotiates and administers leases and contracts with Airport tenants.
5. Responds to the public and City officials on noise and other related Airport issues
6. Coordinates Airport activities with other city departments to ensure effective working relationships.
7. Prepares and monitors grant applications and progress reports.
8. Interprets, explains and enforces federal, state and local rules and regulations governing airport use outside the area of authority of the Federal Aviation Agency.
9. Coordinates with the Federal Aviation Administration, Arizona Department of Transportation, Luke Air Force Base and other agencies on matters related to air transportation.
10. Meets with airport tenants and lessees to address and resolve matters of concern.
11. Coordinates with the Transportation Director in the preparation of oral and written reports and studies for the City Manager, Mayor, and Council.
12. Implements and enforces policies, procedures and regulations consistent with city, state and federal programs.
13. Represents the City on matters related to air transportation.
14. Provides staff support to the Airport Advisory Commission.

SECONDARY FUNCTIONS

15. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state and local rules and regulations pertaining to airport administration, management and operations
- Federal Aviation Administration rules and regulations
- The principles and practices of finance and budget
- The principles, procedures, and techniques for effective negotiation of leases between the airport and tenants
- Safety practices pertaining to operating aircraft and aircraft maintenance facilities
- Management policies, procedures and techniques.

Ability to

Plan, organize, direct and supervise the operations and staff of the airport including the maintenance of facilities and enforcement of regulations
Prepare, administer, and monitor the airport budget
Prepare grant applications; administer grant funding
Communicate effectively both orally and in writing
Establish and maintain effective working relationships with subordinates, other departments, outside agencies, airport tenants, pilots, aircraft owners, and the public

WORKING CONDITIONS

Office setting that includes frequent airport field inspections.

MINIMUM REQUIREMENTS

Bachelor's Degree in transportation planning, business or public administration, or a related field, and five years experience in directing or assisting in the direction of airport operations including two years of supervisory experience.

Any equivalent combination of experience and education that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license