



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY AIRPORT MANAGER

Pay Grade: 82 Pay Range: \$68,910 to \$98,883 DOE/Q plus benefits

FLSA Status: Exempt – not eligible for overtime

Candidate of choice must pass pre-employment background and drug test.

Special Requirements: Must possess a valid Arizona Driver's License or have the ability to obtain within 30 days of hire. Candidate of choice must pass a TSA-mandated 10-year security background investigation, pre-employment drug test, fingerprint background check, and driver record check. Duties may require availability on evenings, holidays and weekends.

Qualifications: Bachelor's Degree in Business Administration, Management or closely related area and experience equivalent to five (5) years full time airport management, operations, and maintenance is required or 10 years airport managerial experience. Experience with fixed base operations preferred but not required. A.A.E. accreditation is preferred but not required. The candidate of choice must have the ability to obtain A.A.E. accreditation within three (3) years of appointment.

Tasks: The Airport Manager is responsible under general direction to plan, organize, monitor, coordinate, and direct the use of airport and other resources in the development, operation and use of Prescott Municipal Airport in accordance with established policies and procedures; coordinate with City departments, consultants, Federal and State agencies as appropriate in the preparation and administration of the annual airport budget, long range planning, CIP projects, public relations, grant coordination, airport planning, airline service, enforcement of rules and regulations governing the use of the airport and airport operations and maintenance; evaluate and improve operations, management and airport services for the benefit of the public; market the airport; prepare airport business plan and work with consultants in the preparation and implementation of the Airport Master Plan; supervise daily operations of the airport including inspection of the airport in accordance with FAR Part 139 and TSAR 1542, provisions of security and emergency response; develop, recommend and implement operating policies and procedures and ensure that staff is thoroughly trained in the procedures; supervise maintenance of airport facilities and equipment including the aviation fuel facility; schedule routine and preventive maintenance with a minimum disruption of normal flight activities; review plans and specifications for construction projects, monitor the work of contractors on projects and works diligently to meet established goals and serve the needs of tenants utilizing airport facilities.

Regularly communicates to City management regarding airport operations through reports, presentations and meetings; provides technical assistance relating to airport operations, interpreting relevant regulations, procedures and standards; meets as required with Federal regulatory officials regarding airport operations and enforcement of flying regulations; ensures pilots are advised of flying problems.

Knowledge, Skills, and Other Characteristics:

Knowledge of Federal, State, and City rules, regulations, policies, procedures, codes, and ordinances related to airport operations, security and maintenance.

Knowledge of Federal Aviation regulations regarding the operation and maintenance of certificated airports.

Knowledge of supervisory methods, techniques, goal setting and employee scheduling for most efficient service.

Knowledge of Environmental Protection Agency regulations regarding the storage, dispensing and clean-up of chemical, oil, fluid, and aviation fuel. Knowledge of occupational safety and health policies and procedures related to airport and facilities maintenance and repair.

Knowledge of airport emergency and security response policies, procedures and practices.

Skill in supervising, evaluating, training and motivating employees.

Skill in airport operations, facilities and equipment maintenance.

Skill in communicating with and instructing/training others, using both technical and non-technical language to explain complex subjects and processes.

Skill in written and oral communications in one-on-one and group situations and in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, airport tenants and City residents.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to operate required equipment and City vehicles as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone and radios in English. Applicant must be free from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by 5:00 PM on April 16, 2014.

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303

(928) 777-1284 (928) 777-1263 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: hr@prescott-az.gov **Visit our website at** www.prescott-az.gov **Posted:** April 2, 2014

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MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.