

JOB DESCRIPTION

AIRPORT DIRECTOR

POSITION

The Airport Director is a mid-management position authorized by the Governing Board of the March Inland Port Airport Authority (MIPAA) and appointed by the Executive Director of the March Joint Powers Authority (JPA). The person that fills this at-will position will be offered an annually renewable one-year contract. The person shall be selected after a recruitment process that ensures equal employment opportunity to all candidates in accordance with the "Personnel Policies" approved by the March Joint Powers Commission (JPC).

This position directs the administrative planning, operations activities, and promotional work for the development, maintenance and operation of the March Inland Port Airport.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Aviation Management, Business Management or related field; minimum of five years experience in the operations and management of a military or civilian airport; and significant experience that can be demonstrated in working with State and Federal Grant programs, especially those associated with the Federal Aviation Administration.

Knowledge of:

Laws, rules and regulations pertaining to airport use, safety, and management. Principles, methods and practices pertaining to the operation of an airport; federal and state laws and regulations governing the operations of airports; methods, practices, equipment and budget preparation and administration. Project management.

Ability to:

Negotiate and manage contracts for specific services; write reports, proposals, grants, and correspondence related to the operations and management of the March Inland Port Airport; prepare, implement and administer a comprehensive program for the operation of an airport; exercise

independent judgment and initiative within general policy guidelines; prepare, monitor and administer a budget; prepare clear and comprehensive records and reports; read and interpret laws, regulations, manuals and other material, establish and maintain effective working relationships with individuals and groups encountered in the course of work.

Licenses and Certificates:

1. Valid California Driver's License.

Other Considerations:

1. Demonstrated ability to work with minimal direction to implement public policy directions;
2. Ability to effectively organize groups to accomplish planning and implementation goals;
3. Experience in arranging and conducting public meetings and conferences;
4. Ability to be flexible in work scheduling, hours of work at the office, etc.;
5. Ability to periodically attend pre- or post-business hour meetings;
6. Excellent public relations and public speaking skills; and
7. Familiarity with the professional organizations related to the operations and management of a public airport

POSITION RESPONSIBILITIES

Under general direction of the Executive Director, the individual holding this position will be required to plan, organize, coordinate, and supervise the development, maintenance and operation of the March Inland Port Airport. The Airport Director will be responsible for the ongoing aviation development of the March Inland Port and will provide highly responsible and technical staff assistance to the Executive Director and the Governing Board.

Following is a listing of duties that are representative of the job responsibilities.

- Supervise the day-to-day operations of the March Inland Port Airport;
- Coordinate all airport activities with required March Air Reserve Base personnel;
- Manage the requirements of the March Air Reserve Base AJoint Use Agreement@;
- Maintain accurate accounting records for airport operations;

- Assist the Executive Director in the promotion, recruitment, and the negotiations with clients in the occupancy of airport property;
- Plan, direct, supervise and coordinate development and capital improvement projects and maintenance operation activities of the March Inland Port;
- Enforce applicable regulations pertaining to flying, airport operations, and public safety;
- Inspect equipment, grounds, and facilities for proper maintenance, needed repairs, and improvements;
- Prepare and maintain required reports and records for submittal to federal, state, and local agencies;
- Respond to citizen complaints and inquiries;
- Prepare and administer the airport budget;
- Select, supervise, train and evaluate staff.
- Monitors airport development and operation to ensure compliance with relevant laws and regulations; researches, develops, implements and ensures compliance with policies and regulations regarding the operation and use of the airport.
- Researches and prepares program and/or grant applications for state and federal funding of airport improvements and maintenance projects.
- Prepares and administers the airport operation and capital improvement budgets, negotiates contracts for airport improvement, maintenance and repair.
- Provides monthly report of airport operations and issues.

The preceding description of position duties is not all inclusive. The Airport Director must be flexible and able to provide the Executive Director assistance in varied other activities that may prove to be beneficial to the efforts of the JPA.

This job description may be amended from time to time to meet the changing needs of the organization.

SUPERVISION AND AUTHORITY

The Airport Director is supervised by the Executive Director of the JPA. The Airport Director may supervise additional employees of the March Inland Port Airport Authority as they are added as the airport grows and develops.

PROBATIONARY PERIOD

The Airport Director will enter a probationary period on the first day of employment lasting for six-months. A satisfactory review at that time will result in the employee receiving full-time, permanent status. A less than satisfactory review can result either in an extended probation period or dismissal at the discretion of the Executive Director.

PERFORMANCE REVIEW

The performance of the Airport Director will be reviewed at least annually on the person's six month probationary end date the JPA. The content of this review will be the basis of salary adjustments, promotions, demotions, or dismissal. The review will be based on the Executive Director's assessment of the person's effectiveness in performing the duties outlined in this job description.

The Airport Director is an at-will employee. The person filling this position may be promoted, demoted, or released in accordance with the terms of the negotiated contract.

SALARY AND BENEFITS

The Airport Director is a salaried employee. The salary for the Airport Director will fall in the approved 2006-2007 Annual Salary Plan at a salary range of \$76,958 to \$108,288 annually.

A benefits package will be provided to the Airport Director that is consistent with the current policies of the March JPA with respect to mid-management employees.

The March Joint Powers is an Equal Opportunity Employer.

**Qualified women, minorities, disabled veterans,
and physically challenged persons
are strongly encouraged to apply.**