

# City of Watsonville

## Job Description

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**JOB TITLE:** Airport Director

**DATE APPROVED:** August 29, 2017

**DEPARTMENT:** Airport

**SUPERSEDES:** N/A

**REPORTS TO:** City Manager

**SUPERVISION:** All temporary and full-time Airport staff

**EMPLOYEE UNIT:** Management

**FLSA :** Exempt

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### **JOB SUMMARY:**

The Director is responsible for managing, promoting, coordinating and supervising the daily operations and future development of the Watsonville Municipal Airport. Typical duties include: tenant and customer relations; Management, oversight of maintenance, construction and development projects; ensuring contractual compliance of all airport tenants and their related activities and is acquainted with local state and federal regulations and mandates particularly those administered by the Federal Aviation Administration and California Department of Aeronautics.

Represents the City at Airport events and functions; Council and County meetings; develops recommendations, and when authorized, implements actions and activities regarding Airport operations, rules, regulations and policies; develops, monitors and analyzes the Airport budget, flight operations, noise impacts; supervises Airport employees, makes recommendations relative to personnel management and operates under the general direction and supervision of the City Manager. This position is an at-will Department Head level position.

### **DISTINGUISHING CHARACTERISTICS**

This job class functions at the department management level of class and requires the ability to plan and assess operational goals and objectives relative to Municipal Airport which functions as a self-sustaining Enterprise fund. The Airport Director is responsible for management of operations of significant depth and complexity. Responsibilities include: overall management, developing budgets and allocating resources; developing and implementing cost recovery strategies; and internal and external functional coordination. The Airport Director facilitates long-range planning efforts and develops team and individual work plans accordingly.

The Director manages service contracts, Requests for Proposal/Quotation/Information, evaluates requests, manages facilities, negotiates contracts, and oversees consultant services. Supervisory responsibilities may include management and non-management employees, decisions regarding hiring and termination, evaluating performance, coaching, training, and administering disciplinary actions.

The Airport Director is required to resolve more complex customer service issues and represent the Municipal Airport and the City at large while working actively to foster community relationships and demonstrating the value of the Municipal Airport as a public and community asset.

## **EXAMPLES OF ESSENTIAL DUTIES:**

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

- Supervising technical, clerical, and operational staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; conducting hiring, termination and disciplinary recommendations.
- Ensuring compliance with applicable Cal-OSHA requirements for employee safety
- Directing the activities of the Municipal Airport to include overseeing the development and administration of policies, procedures, programs, goals and objectives
- Providing complex administrative and professional assistance to the City Manager
- Serving as a lead in cross division teams and cross department initiatives and programs
- Reviewing Municipal Airport operations to determine the efficiency and effectiveness of services
- Coordinating activities, services and programs with other agencies, partners and departments  
Recommending, negotiating and administering contracts with airside, landside leaseholds, concessionaires and other prospective users of airport facilities
- Initiating and monitoring progress of special aeronautical, operations or environmental studies
- Monitoring process of contracts; evaluating services performed and costs for services obtained through outside contractors and vendors
- Recommending implementation of aviation services in the City; proposing modifications, improvements and development of airport facilities and managing the on-going maintenance program
- Developing, recommending and administering a rates and fee schedule for the use of airport facilities and services
- Establishing and directing the enforcement of Airport Regulations, Airport Minimum Commercial Standards, Airport Emergency Plan and airport operating policies as required
- Interpreting and enforcing local, state and federal rules and regulations governing the use of airport facilities and services
- Managing Federal and State grant applications for capital outlay projects; participating in long and short-range planning for airport development, operations, facilities and policies; conducting studies to determine usage and assess need for improvement; promoting safety in airport operations and services
- Notifying proper emergency response organizations and provide assistance and coordination in the event of an emergency
- Participating and providing expertise to a variety of Advisory group and Airport related committee meetings
- Preparing periodic and special reports regarding airport operations, activities and finances; maintaining accurate records and files
- Representing the department and/or the City to the public, to other agencies, and to regional and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information
- Serving as the liaison to community groups and City departments. Developing, maintaining, and fostering an effective working relationship with related public, private, and community organizations, granting agencies, and other related outreach services. Working to identify other partner organizations in the community
- Responding to and resolving sensitive and/or complex questions or concerns from the general public, partners, the business community, and staff
- Responding to inquiries and concerns from citizens, the media, and government authorities
- Attending, chairing, and conducting a variety of meetings; serving on committees as requested; making presentations to the City Council; representing the Department and making oral presentations at meetings, inter-agency meetings, conferences and other events
- Preparing and developing budgets, which may include capital improvement program budgets; monitoring revenues; monitoring and approving expenditures in accordance with policies and principles of sound fiscal management. Developing and maintaining analytical tools for audit and control of programs and to attain revenue targets. Managing finances for grant and partnership programs.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Effective airport management and operations
- FAA regulations pertaining to airport operations
- Effective supervisory principles and practices; formats and conditions of lease agreements
- Effective customer service techniques; aviation industry development and trends
- Airport safety requirements and practices
- Effective grant writing techniques
- Effective written and verbal communication principles; and personal computer
- Software applications

### **Ability to:**

- Effectively manage a municipal airport
- Prepare budgets and monitor expenditures
- Effectively supervise and evaluate personnel
- Communicate clearly and effectively both orally and in writing
- Establish and maintain good working relationships with public in course of work
- Present information to a diverse audience
- Work under the pressure of deadlines
- Analyze, research, and solve a wide range of problems
- Respond to emergencies and take appropriate action
- Monitor latest aviation industry to forecast trends in airport development
- Write successful grant proposals; draft lease agreements
- Interpret FAA regulations and report violators; and exemplify an enthusiastic, resourceful, and effective customer service attitude
- Use patience, tact, and courtesy to handle customer complaints
- Operate personal computers for word processing and to create spreadsheets

## **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle
- Distinguish colors
- Intermittently bend and twist to reach equipment surrounding desk
- move sufficiently to lift boxes, climb ladders and stairs bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- Walk on uneven surfaces
- Reach above and at shoulder height
- Sit at a desk using near vision for long periods of time
- Work indoors in an office environment subject to heat/cold and fragrances
- Use a computer keyboard
- Grasp files, documents and equipment with right and left hands
- See and hear in the normal visual and audio ranges with or without correction

## **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which provides the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- Five years of increasingly responsible experience in the management and operation of airports with at least three (3) years in a supervisory position. Certified Airport Executive (CAE) with the Southwest Chapter of the American Association of Airport Executives (SWAAAE) or an Accredited Airport Executive (AAE) with the American Association of Airport Executives (AAAE) is highly desirable.
- Equivalent to a bachelor's degree in aeronautical science, business administration, public administration or a closely related field. Management level experience may substitute for the college degree on a year for year basis.

## **LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's License and a safe driving record
- Possession of a pilot's certificate is highly desirable