

City of Fernandina Beach
Job Description

DUM
City Manager's Signature

9/20/19
Date

Title: Airport Director
Department: Airport
FLSA Status: Exempt
Reports to: City Manager
Pay Grade: 143

Minimum Qualifications:

A. Education and Experience:

BS in Aviation Management or Business/Public Administration, with major coursework in Airport Management or equivalent. Five (5) years' experience in a management capacity of an airport with a strong record and leadership in aviation operations, budgeting and administration. A comparable amount of training, education, or experience may be considered as a substitute for the minimum qualifications. Accredited Airport Executive (AAE) designation or demonstrating a significant effort towards the designation is encouraged.

B. Licenses / Certifications:

Valid Florida Drivers' License required.
Possession of a valid single or multi-engine pilot's license is desirable.

C. Knowledge, Abilities, and Skills:

The Airport Director must be capable of exercising independent judgment and initiative to accomplish performance objectives. The Airport Director must have proficiency in managerial administration, financial and supervisory functions and be knowledgeable about modern business principles and practices as they relate to governmental management of an airport. Excellent interpersonal skills, oral and written communication skills are required.

Considerable knowledge of federal, state and local rules and regulations affecting airport operations; methods of airport financing; noise abatement requirements and procedures; current and proposed legislation as it impacts municipal airports and air transportation in general; airport security and safety; FAA and FDOT decisions and regulations; report writing and basic statistics and their application is required.

Working knowledge of modern office methods and procedures, the development of Airport Master Plans, airport use and zoning regulations as well as airport construction and preventive maintenance principles is required.

General Description:

The Airport Director is responsible for managing all aspects (planning, development, maintenance and operations) of the Fernandina Beach Municipal Airport.

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DLM
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1/20/18
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19. Handles tenant/user administrative responsibilities: annual renewal (and rate adjustment), insurance coordination, permit requirements, etc.
20. Addresses public concerns; direct studies on noise abatement if necessary.
21. Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation and working with outside advisors. Advises the City Manager of actions and potential risks.
22. Coordinates special events as related to the airport.
23. Attends and participates in administrative meetings as required.
24. Performs other duties as assigned.

Essential Physical Skills:

Acceptable eyesight, hearing (with/without correction), ability to communicate (oral and written), moderate lifting and carrying (up to 25 lbs.), reaching, pulling, pushing, walking, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions:

Works primarily inside in an office environment, however, regular outside work is required as part of the review and evaluation of airport needs and operations. All City buildings and vehicles are smoke-free. Given the nature of the work environment (in proximity to operating aircraft and vehicles), increased noise levels are common.

Key Competencies:

Integrity, business acumen, professional knowledge, analysis, attention to detail, interpersonal skills, communication (oral and written).