

JOB TITLE: Airport Director

JOB NO: EX001221

JOB FAMILY: Executive

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To direct, manage, supervise, and coordinate the programs and services of the Mesquite-Metro Airport; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Council.

SUPERVISION

General supervision is provided by the Deputy City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Provide timely, accurate and thorough Performance Reviews for supervised employees.
3. Assume management responsibility for all services and activities of the Mesquite-Metro Airport.
4. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including customer service, maintenance of airport equipment and aircraft, and grounds security; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
5. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; implement improvements.
6. Develop and implement strategies for maintaining airport customer bases; design marketing outreach efforts; solicit suggestions from customers.
7. Select, train, motivate and evaluate airport personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Plan, direct, coordinate, and review the work plan for the airport; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
9. Manage and participate in the development and administration of the Mesquite-Metro Airport annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
10. Provide responsible staff assistance to the City Council; prepare and present staff reports and other necessary correspondence.

11. Develop and implement airport capital improvement plans; coordinate all capital improvement planning with FAA; prepare federal grant requests for airport capital improvements; coordinate major expansion projects with contract engineers and City engineering staff.
12. Develop an effective liaison with airport tenant businesses to foster business growth; market the airport for enhanced business potential and ensure the development of a positive business climate for the airport.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as liaison for the Mesquite-Metro Airport with other City departments, divisions and outside agencies; negotiate and resolve significant and controversial issues.
2. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to airport programs, policies, and procedures as appropriate.
3. Provide staff support on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of aviation.
4. Respond to and resolve difficult and sensitive customer inquiries and complaints.
5. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in aviation or other related field.

EXPERIENCE

Four years of increasingly responsible experience overseeing airport operations including two years of supervisory or administrative responsibility.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are:

- 1) Job Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic

The five supervisor competencies are:

- 1) Leadership & Results Orientation; 2) Coaching, Mentoring and Developing Employees; 3) Communications and Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operational characteristics, services and activities of a commuter airport.

Aviation policies, procedures, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Skill in:

Operating and maintaining a variety of aircraft and airport equipment.

Preparing clear and concise administrative and financial reports.

Researching, analyzing, and evaluating new service delivery methods, procedures and techniques.

Ability to:

Manage, direct and coordinate the work of supervisory, professional and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Mesquite-Metro Airport.

Recommend and implement goals, objectives, and practices for providing effective and efficient airport services.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public.

Pass a medical physical examination and drug screen.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- *sitting for extended periods of time*

Director of Human Resources

Date

Deputy City Manager

Date

DATE ISSUED: February 1993

DATE REVISED: August 2005