

MAJOR FUNCTION

This is a highly responsible senior management position charged with providing leadership, direction, and oversight for a major segment of Aviation Department operations. Successful job performance requires management of a considerable variety of professional and complex work associated with Airport operations, security and information technology, finance and administration, properties and business development, capital programs and environmental compliance, facilities management, foreign trade, air service development, cargo operations, and legislative affairs. An employee in this class has on-going interaction with the public, media, contracted service providers, and officials of city, county, state, and federal organizations. The incumbent serves on the Airport senior management team and exercises considerable independent judgment, discretion, and initiative. Work is performed under the administrative direction of the Director of Aviation and is reviewed through performance appraisals, formal and informal discussions, reports, observations, and evaluation of completed projects.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists the Director of Aviation in all essential duties and helps develop and advance the strategic vision of the Airport. Responsible for planning, organizing, facilitating, and overseeing the operations of the assigned functional areas of the Aviation Department. Ensures service delivery within the assigned areas of operation is performed in a timely, complete, professional, safe, and secure manner. Scope of responsibility may include Airport operations and security, finance and administration, properties and business development, capital programs, facilities management, air service development, air cargo development, foreign trade zone operations, and legislative affairs. Areas of responsibility may include commercial air carrier, general aviation (GA), fixed base operator (FBO), and air cargo operations. Ensures compliance with all applicable rules and regulations that pertain to airport safety, security, and operations. Manages coordination with applicable state and federal regulatory agencies such as U.S. Customs and Border Protection (CBP), U.S. Foreign-Trade Zones Board (FTZ Board), Florida Department of Transportation (FDOT), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and National Transportation Safety Board (NTSB). Ability to interact professionally with agencies such as the Florida Department of Commerce, State and Local Chambers of Commerce, National Economic Development groups, the International Trade Administration, Tallahassee Police and Fire Departments, and other regulatory agencies. Responsibilities include management and oversight of the Airport Certification Manual, Airport Emergency Plan, and Airport Security Plan. Oversees Airport marketing, advertising, and communications. Responsible for overseeing the Airport's customer service programs. Responsible for directing activities related to the Airport's Title VI Nondiscrimination, Airport Concessions Disadvantaged Business Enterprise (ACDBE), and Disadvantaged Business Enterprise (DBE) programs. Ensures public affairs management including intergovernmental, community and media relations is conducted consistent with the City and Aviation Department mission and values. Directs staff in responding to inquiries from media, public and others. Assists in the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to the Director of Aviation. Inspects work performed within the Aviation Department. Directs work activities and programs of the department in coordination with other City departments, programs, and projects. Maintains and promulgates necessary departmental rules and regulations in accordance with personnel rules and regulations and City policy. Promotes the facilities of the Airport to tourists, citizens, and community organizations and seeks opportunities for continued development within the City's vision for the Airport. Assures that contractual and compliance obligations with tenants are met. Monitors Airport contracts for professional and contractual services. Attends meetings and delivers presentations to the City Commission, City leadership, public officials, community groups, and other Airport stakeholders. Prepares and/or reviews Commission agenda items. Recommends the

selection, advancement, grievance resolution, discipline, and dismissal of subordinates. Evaluates employee performance and recommends merit increases. Ensures department compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Performs other Airport-related duties as assigned by the Director of Aviation.

Other Important Duties

Acts as the Director of Aviation in their absence. Serves on various boards and committees as the Aviation Department's representative. Directs other activities and manages special projects as assigned by the Director of Aviation. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of principles, practices, procedures, and requirements associated with airport operations and administration, including federal, state, and local regulations applicable to airport operations, passenger services and air cargo services. Knowledge of aviation industry best practices, policies, rules, economics, and business trends. Considerable knowledge of applicable FAA and TSA rules and regulations, advisory circulars, and other regulatory documents. Thorough knowledge of personnel policies, procurement policies and processes, finance, accounting, planning, development, grants, and the ability to apply them in a commercial airport environment. Thorough knowledge of the principles of supervision, training, and performance evaluation. Knowledge of airport business and economic development opportunities and requirements. Ability to plan, direct, supervise, manage, and organize programs and activities. Ability to engage and interact professionally with regulatory agencies such as the FAA, FDOT, TSA, NTSB, CBP, and the FTZ Board. Ability to effectively engage with the Tallahassee Police Department, Tallahassee Fire Department, and other emergency management agencies. Ability to effectively interface with the Florida Department of Commerce, State and Local Chambers of Commerce, National Economic Development groups, the International Trade Administration, and other stakeholder groups. Ability to prepare written business and technical reports and estimates. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to airport programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, manage, and present long-range Airport development plans and programs. Ability to communicate effectively, orally and in writing. Possess management styles and values which are consistent with the City's mission and values. Demonstrate strong interpersonal facilitation and communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance. Must exhibit a high degree of professionalism in the conduct of work activities and interactions. Must possess strong attention to detail and effective organizational skills.

Minimum Training and Experience

Possession of a bachelor's degree from an accredited college or university in airport/aviation management, accounting, finance, business or public administration, engineering, or a related field and six years of professional and administrative experience in aviation management/operations, commercial/economic development, finance, accounting, or administration, or similar military experience; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E driver's license at the time of appointment.

During emergency situations, these positions are considered essential, and employees must be available to work for extended hours or extended periods including being away from family for an extended timeframe.

Up to 25% travel may be required to fulfill the responsibilities of this position.

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