

Airport Manager Position

Airport Manager Duties and Responsibilities:

- Comply with FAA guidelines and regulations, keeping up to date on new and evolving guidance and requirements;
- Supervise and develop managers and staff, promoting an environment of cooperation and collaboration with exceptional customer service standards;
- Develop and manage budgets, financials, and grants, ensuring good stewardship of resources and demonstrating fiscal responsibility;
- Identify and implement adaptations when necessary to outside factors, such as weather;
- Develop excellent working relations with community leaders, board members, government officials, and other partner agencies;
- Promote and provide excellent customer service at all levels including customers, vendors, stakeholders and the general public;
- Maintain accurate records, readily available for review in the event of an audit or other inspection;
- Recommend and oversee future projects and improvements;
- Oversee the maintenance, repair and security of airport grounds, buildings, and equipment;

Preferred experience, knowledge, or familiarity in the areas of:

- Leadership, management;
- Promoting and working in a team environment with a culture of cooperation and collaboration;
- Technology including computer equipment software applications such as Microsoft Office;
- Critical thinking, problem solving, multitasking in a fast paced, diverse environment;
- Public speaking, presentations, advertising, marketing;

Preferred education and /or equivalent experience:

- Post-secondary education in General Business or Business Management, or some related field;
- At least 5 years' experience in Business Management or some equivalent combination of education and experience;
- Experience in Aviation Management, preferably in a community based airport;

Salary

- \$50,000 to \$60,000 plus benefits