

AIRPORT OPERATIONS MANAGER

Job Code	Pay Grade
22720	SM5b

Nature of Work

This is responsible administrative, technical, and supervisory work in the airsides operations of the St. Petersburg-Clearwater International Airport. An employee in this classification performs a variety of important duties in developing and carrying out departmental programs, including the exercise of independent judgment when necessary in the establishment, interpretation, application and enforcement of airport regulations, policies and procedures. Work is performed under the general direction of the director.

Minimum Qualification Requirements

- Bachelor's degree in airport management, business administration, management, public administration, aviation or airport management or a related field and 2 years of operations management experience that includes supervisory responsibility for operations at a small hub airport; or
- Associate's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.
- Supervises Operations Specialists assigned to compile and monitor flight schedules; responds to all airport emergencies; plans and coordinates airport safety and security programs.
- Remains current with Federal Aviation Administration (FAA) regulations and ensures that the airport complies with regulations; assists in the coordination of amendments as necessary.
- Maintains and updates airport security and operations manuals as required; updates and maintains Airport Certification Manual.
- Assists management in planning and programming; issues notams (notices to airmen) and pilot advisories as necessary.
- Performs periodic airfield inspections as required by FAA certification.
- May perform data processing related duties including using statistical packages or programs, encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles of airport management and FAA rules and regulations.
- Knowledge of the principles and practices of public and business administration.
- Ability to use independent judgment and to act decisively in emergencies.
- Ability to apply computer applications and software.
- Ability to effectively supervise and train subordinate employees.
- Ability to exercise judgment and discretion in establishing, applying and interpreting policies and procedures.
- Ability to communicate effectively, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Officials & Managers	Exempt