

DEPUTY DIRECTOR, AIRPORT FINANCE & ADMINISTRATION

Job Code	Pay Grade
22782	SM3a

Nature of Work

This is responsible administrative and supervisory work providing administrative, financial, budgetary, procurement, personnel, legal, grants, and capital improvement development support, for a small-hub, air carrier international Airport. Work involves responsibility for supervision of clerical and accounting employees as well as assisting in the development and implementation of plans and policies. An employee in this class will exercise independent judgment in arriving at decisions affecting day-to-day operations of the airport. Supervision is received from the Bureau Director, allowing employee wide latitude in determining methods for attaining objectives. Work is reviewed by the observation of the results obtained, written reports and conferences. The position reports to the Bureau Director, Airport.

Minimum Qualification Requirements

- Bachelor's degree, with major coursework in accounting, finance, business administration or closely related field and 7 years increasingly responsible financial, budgeting and/or accounting experience that includes 3 years in a supervisory or management capacity at an airport; or
- An equivalent combination of education, training and/or experience.

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

- Directs, plans and supervises clerical and accounting personnel involved with financial, purchasing, grants, and personnel programs and activities.
- Pursues and administers grants from the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT).
- Liaison with federal, state, and local government representatives on airport matters.
- Prepares operating and capital improvement budgets, quarterly financial reports and profitability forecasts.
- Reviews and approves payments to contractors, vendors, consultants, etc., for goods and services, and requests for funds, to ensure proper project accounting and compliance with grant requirements and close-out at grant termination.
- Manages Passenger Facility (PFC) and Disadvantage Business Enterprise (DBE) programs and coordinates external audits.
- Researches and prepares short and long term financial recommendations to achieve goals and objectives.
- Monitors tenant leases for compliance with terms and conditions, and timely collection of rents and fees.
- Researches and prepares analytical studies when requested; maintains records of tenant leases, permits, agreements, insurance documents, and property contracts; tracks to ensure adherence to expiration/renewal/and escalation dates.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of public accounting and governmental budget preparation.
- Knowledge or ability to learn precepts of the FAA Airport Improvement Program, FAA Passenger Facility Charge Program and FDOT Grant programs.
- Knowledge of applicable FAA regulations and policies.
- Skill in team-building to develop a creative vision and strong communication links.
- Ability to demonstrate leadership in a collaborative and chain-of-command environment.
- Ability to operate a personal computer and other automated systems to enter and retrieve information, monitor work performed, generate a functional Joint Capital Improvement program, and communicate information in reports.

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Knowledge, Skills, and Abilities (continued)

- Ability to plan, direct, assign, supervise, and evaluate the work of assigned personnel; establish and maintain effective working relationships with federal, state, and county officials, airport tenants, superiors, fellow employees, and the public.
- Ability to deliver excellent written and verbal communication along with strong math aptitude.

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Revised	EEOC Code	Overtime Code
7/14	Officials & Managers	Exempt