

BUREAU DIRECTOR, AIRPORT

Job Code	Pay Grade
22799	SM1

Nature of Work

This is highly responsible professional, administrative, and supervisory work planning, organizing, and directing the operation, construction and maintenance of the St. Petersburg-Clearwater International Airport. Work involves responsibility for the air terminal facilities, runways and surrounding grounds at the St. Petersburg-Clearwater International Airport and for the leasing of airport property. This position plans, directs, and supervises staff to ensure compliance with highest industry standards and prescribed rules and regulations governing the operation of the airport and represents the airport to the public and airport tenants and visitors. An employee exercises considerable independent judgment in planning and devising work programs related to safe and efficient airport operations, promotion and development of the airport, and financial self-sufficiency. Work is performed within the scope of established rules and regulations. The incumbent reports to the County Administrator or designee.

Minimum Qualification Requirements

- Bachelor's degree in airport management, business administration, management, public administration, aviation or airport management or a related field and 5 years of professional experience in the management and operations of civil aviation facilities with the proven ability to lead and mentor staff. Accredited certification through the American Association of Airport Executives is preferred.
- 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.)

- Formulates plans, assigns, directs and supervises all of the activities and personnel of the airport; administers safe operation, construction, maintenance, and protection of operational areas at the St. Petersburg-Clearwater International Airport.
- Makes periodic inspections of airport facilities to determine maintenance requirements and adherence to rules and regulations.
- Maintains close liaison with the Federal Aviation Administration (FAA) which governs aviation safety and airport grants.
- Supervises staff of management, professional, technical, trades, labor and clerical employees.
- Directs tenants and employees engaged in fueling and parking incoming aircraft, registration of aircraft movements, and collection of aircraft operational fees, in the cleanliness and maintenance of the runways and the air terminal facilities, and in providing information to the public.
- Directs the negotiations of leases for building rentals, ground space and concessions for board approval.
- Consults with administrative personnel, contractors, engineers, and airport tenants, on proposed construction, repair, and new installations; makes recommendations for modifications or additions to existing installations or facilities and plans long-term development.
- Directs and coordinates law enforcement, airline security and Aircraft Rescue and Fire Fighting activities in accordance with airport ordinances and federal, state, and county laws and regulations.
- Conducts correspondence with tenants pertaining to maintenance of facilities, questions about leases, and other matters; interprets lease agreements or refers more difficult problems to an attorney for interpretation.
- Supervises accounting of airport revenues and expenditures; submits annual operating and construction budgets to the County Administrator.
- Directs and participates in the development and administration of the departmental budget; prepares reports and recommendations concerning budgetary, staffing requirements, proposed policies and projects.

BUREAU DIRECTOR, AIRPORT (continued)

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Illustrative Tasks (continued)

- Manages airport properties; develops long-range recommendations regarding proposed development and property utilization.
- Directs the preparation of applications for federal and state grants; and administers and evaluates grant programs.
- Meets with the county's Aircraft Noise Task Force, coordinates all business including meeting agendas, correspondence and reports to the County Administrator.
- Works closely with the St. Petersburg-Clearwater Area Convention & Visitors Bureau to promote new air service.
- Proposes rules, fees and policies to the County Administrator pertaining to the airport.
- Plans, organizes and directs the operations of a commercial airport through subordinate managers or supervisors; reviews recommendations and actions of subordinates; and solves department problems.
- Effectively presents in writing and orally, airport procedures and issues with clarity and diplomacy to the County Administrator, Board of County Commissioners, other elected officials and various community groups.
- Interviews, selects and develops both management and professional staff involved in airport administration, operations, marketing, property management and aviation planning.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of federal, state and local laws that govern commercial airport activities.
- Knowledge of property management policies and regulations, lease negotiations and compliance.
- Knowledge of federal and state grant programs related to the development of aviation and transportation facilities.
- Knowledge of the principles and practices of professional airport operations and its facilities management.
- Knowledge of the principles, practices and procedures of public and business administration as applied in a large organization.
- Ability to develop and establish procedures associated with operating an international airport facility, including administration, operations, business development for commercial air service, property management, and economic development.
- Ability to maintain working relationships with industry leaders including commercial airline and corporate aviation executives, private business operators, real estate developers and others.
- Ability to set goals and objectives for management and professional staff; direct their activities and monitor progress within their respective areas.

For official use only

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