

City of Venice, Florida Job Announcement No. 1524

Classification Title: Airport Administrator

Department: Airport

Pay Grade: (Non-Bargaining) 508

FLSA Status: Exempt

General Statement of Job

Responsible for the overall operation, administration, planning and development of the Venice Municipal Airport.

City Expectations:

All City of Venice employees are expected to demonstrate **PRIDE** in their jobs by being **Productive, Responsible, Innovative, Dedicated and Ethical.**

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, any and all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Administers the operation of the Venice Municipal Airport and Federal/State Aviation Grants. Prepares and implements airport planning and development strategies including the Master Plan.
2. Coordinates with the Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) regarding all airport safety and compliance issues.
3. Negotiates all leases and contracts for airport properties.
4. Oversees airport construction projects.
5. Prepares and manages the department budget. Responsible for the fiscal well being of the Airport Enterprise Fund.
6. Responsible for staying current with all governing regulations and compliance requirements.
7. Recommends hiring, firing, transfer, suspension, promotion, discharge, discipline and evaluation of all department employees.

Responsibilities:

Responsible for the safe, efficient, and cost effective administration of the Venice Municipal Airport and FAA properties. Responsible in work to the City Manager.

Minimum Education and Training

A Bachelor's Degree in Business Administration or related field and five (5) years airport management experience. Experience and demonstrated ability in supervision required. A private pilot's license is preferred.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledge of airport administration and regulations. Ability to oversee and supervise airport operations in compliance with regulatory requirements. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Must be able to speak and write clearly and concisely; and appear before public meetings to present ideas and proposals in a clear, concise and well summarized manner. Ability to develop and maintain effective working relationships with subordinates, supervisors, department directors, other government agency representatives, elected officials and the general public. Possess a valid Florida Driver's license, free of any serious violations.

Requires a working knowledge of Microsoft office 2003 or higher to include Word and Excel. Must have a basic understanding of Windows operating system. Familiarity of AS400/Sungard applications preferred. Working knowledge of the Group Wise email application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Airport.

Physical Requirements:

Ability to sit, stand, walk, climb, bend, stoop, and lift. Ability to work both indoors and outdoors in all kinds of weather. Must be capable of functioning in a fast-paced, high-stress environment with multiple priorities and deadlines. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is performed primarily in an office setting with some travel to various meeting sites. May be required to work outside in certain aspects of the job. Must be available for emergencies beyond regular operating hours if required.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

Airport Administrator
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March 1, 2010

SALARY RANGE: \$58,589 – 96,972/Annually (Non-Bargaining Grade 508)

PLEASE NOTE: Any interested applicant must make written application to the Administrative Services Department. Applications will be accepted until 4:00 p.m. on April 1, 2010.

The City of Venice is an Equal Opportunity Employer