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