



# CITY OF SEDALIA, MISSOURI

## Job Description

<b>Job Title:</b>	AIRPORT DIRECTOR		
Department:	Airport		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	AIR/1
FLSA Status:	Exempt	Random Substance Testing:	Y

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### Job Summary:

This position is responsible for managing and directing the operations of the Sedalia Regional Airport.

### Job Scope:

The purpose of this position is to manage the operations of the Sedalia Regional Airport. Successful performance helps ensure the provision of a safe environment for the traveling public and enhances the city's public image.

### Essential Duties and Responsibilities:

1. Manages the operations of the airport in a professional, safe and fiscal responsible manner.
2. Oversees the hiring, training, scheduling, evaluation, and discipline of personnel.
3. Maintains fiscal integrity of the airport operations; prepares and oversees the airport budget; prepares grant applications and other funding mechanisms with the Federal Aviation Administration (FAA) and the Missouri Department of Transportation (MoDOT); negotiates building and land leases; works to provide economic development opportunities for the airport; develops and maintains operations standards for facility.
4. Acts as an ambassador for the City of Sedalia, representing the City with Airport users and visitors, attending various civic functions, providing outstanding customer services to Airport users, and increasing awareness of the Airport in the region and in surrounding areas.
5. Ensures compliance with all city, state, and federal requirements; ensures that preventative maintenance and repairs are performed as necessary and within budgetary confines; coordinates and ensures environmental controls for the airport; develops and maintains airport rules, regulations, and minimum standards; serves as a liaison for the city through state and federal legislative avenues. Interacts with government agencies such as the FAA, DNR, USDA, Missouri Department of Conservation, and others.

6. Oversees aircraft refueling operations; accounts for all monies collected from fuel sales. Compares local fuel prices and sets Airport fuel prices to remain competitive and incentivize Airport users to purchase fuel from the Sedalia Regional Airport.
7. Communicates and coordinates Airport activities with other department heads and City Council members; implements policies established by the Airport Board.
8. Coordinates and oversees maintenance of all airport trucks and equipment; manages the maintenance process for all vehicles, tractors, and facilities, including over 700 acres of surrounding grass and fields
9. Participates in the Missouri Airport Managers Association and Missouri State Aviation Council; attends quarterly Advisory Board meetings and local networking events pertinent to the role
10. Meets with the City Administrator on a regular basis and reviews airport operations.
11. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Bachelor's degree in Aviation Management, Business Management or related field from an accredited college. Combination of education and experience may be substituted for the degree if approved by the City Administrator and the Personnel Director.
2. 5+ years of experience in the aviation industry, preferably in a mid to senior level management role
3. Missouri drivers license
4. Must successfully complete a pre-employment drug screen and agree to be subject to random drug screen throughout employment.

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of airport management skills and Federal Aviation regulations.
2. Knowledge of state and FAA leasehold requirements.
3. Knowledge of relevant city, state, and federal regulations.
4. Knowledge of accounting and budgeting principles and practices.
5. Knowledge of management and supervisory techniques.
6. Skill in operating a fuel truck and grounds maintenance equipment.
7. Skill in budget preparation and implementation.

8. Skill in interpersonal relations and customer service.
9. Skill in oral and written communication.

**Guidelines:**

1. City personnel manual, Federal Aviation Administration regulations, Transportation Security Administration requirements, the airport security plan, the Airport Board policies, National Fire Codes, state and national EPA guidelines, and city, state, and federal laws and codes.
2. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

**Complexity:**

The work consists of varied duties related to managing the operations of the Sedalia Regional Airport. The number of FAA regulations to be interpreted contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, tenants, vendors, contractors, representatives of the Chamber of Commerce and the City Council, community leaders, and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, resolve problems, provide services, and negotiate or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over all Airport personnel.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.