MONROE COUNTY

JOB DESCRIPTION

Position Title: Sr. Admin, Airport Business		**Date:** 4/06
Position Level: 11	**FLSA Status**: Exempt	**Class Code**: 11-41

GENERAL DESCRIPTION

Oversees and coordinates resources and implements policies and procedures to ensure a safe, efficient, and convenient environment for passengers, tenants, and personnel at the airport. Responsible for budget/financial tasks pertaining to the Airports daily operations.

KEY RESPONSIBILITES

1. Assist the Airport Director to develop, implement and monitor policies, procedures and programs to ensure compliance with federal, state, and local regulations pertaining to operation and safety of airport facilities. *

2. Assists in planning, prioritization, and supervision of maintenance activities.

3. Supervise and assist in inspection of airfield/landside conditions to identify immediate and potential hazards. Implement actions to correct deficiencies. *

4. Assists in supervision of custodial and landscape maintenance contractors. Contacts tradesmen as needed for outside repair/maintenance.

5. Assist in planning Grant projects.

6. Liaise with airlines and other tenants regarding safety and maintenance issues. *

7. Process requests to purchase, Purchase Orders, and invoices for goods and services, and contractual services. *

8. Coordinate, attend and travel to meetings as needed.

9. Assist in identifying, planning and implementation of security needs/requirements. *

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: Sr. Admin. Airport Business	Class Code:	Position Level: 11

Key Job Requirements

Education: Vocational or Technical School required.

Experience: 5 to 7 years

Impact of Actions: Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties include responsibility for developing strategic plans for one or more divisions.

Complexity: Analytic; Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involved identification and analysis of diverse issues.

Decision Making: Highly complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

Communication with others: Requires regular contact to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.

Managerial Skills: Responsible for making recommendations with a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

Working Conditions/Physical Efforts: Work requires only minor physical exertion and/or physical strain. Work environment involves moderate exposure to disagreeable elements. Some travel.

On Call Requirements: On call 24 hours pending emergencies and disasters

Other: Previous experience in airport operations, safety, security, and business functions is helpful.

APPROVALS

Department Head:

Name: PETER HORTON Signature: [signature] Date: 3-24-06

Division Director:

Name: _____ Signature: _____ Date: _____

Deputy *County Administrator:*

Name: Deborah Frederick Signature: [signature] Date: 4/9/06

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____