

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **AIRPORT MANAGER.**

DUTIES: See attached job description

QUALIFICATIONS: Required: Bachelor's degree in Aviation Management, Public Administration, Business Administration, Engineering, or related field; and one years' experience in airport operations which have provided familiarity with state and federal laws related to airport operations. Preferred: Experience as an Airport Manager, Assistant Airport Manager, or Airport Operations Supervisor. Experience managing employees. Require clearance with all security and other necessary agencies.

HOURS: Forty Hours (40) per week.

PHYSICAL: Must be able to pass physical/drug screen.

SALARY: \$75,000-85,000 Depending on experience and qualifications PLUS BENEFIT PACKAGE (medical/vision/dental/life insurance, retirement and more)

This position is open until filled.

Applications for the position of **AIRPORT MANAGER** will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or our website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

Delta County JOB DESCRIPTION

Title: Airport Manager

Classification: Non-Union, Exempt, At Will

Department: Airport

Reports to: Board of Commissioners

Supervised by: County Administrator

Revision Date: Personnel-12/20/2024, Board approved 12/30/2024

GENERAL DESCRIPTION

- Responsible for the planning, compliance, and operations of the Delta County Airport and its properties.
- Supervise operations and office staff.

JOB COMPLEXITY

- Ability to analyze, plan, and complete tasks on a timely basis.
- Ability to gather and process data accurately, including general calculations.
- Ability to reach sound conclusions and formulate recommendations.
- Ability to articulate and clearly communicate in person, in writing, and through electronic means.

JOB DUTIES

- Supervise office and maintenance staff to include: hiring; planning work flow; training management; ensuring personnel compliance; evaluating performance; and implementing workplace policies.
- Develop and manages the Airport's Budget, including multiple airport funds.
- Assists the Advisory Board in development of an annual marketing plan for the airport and its properties.
- Implements the approved annual marketing plan for the airport and its properties.
- Serve as liaison, manage compliance, and file all necessary reports with the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Michigan Department of Transportation (MDOT) and all other applicable state and federal agencies.
- Develop, manage, and implement Airport's long-range Capital Improvement Plan, Airport Layout Plan, and Master Plan. This will include collaborating with consultants, engineers, Board of Commissioners, Airport Advisory Board and government agencies.
- Manage procurement of airport supplies, equipment, and services under Delta County Board of Commissioners approved procurement and purchasing policies.
- Negotiate and monitor leases for individuals and business who lease or rent space on Airport property. This will include responsibility for ensuring that all users of the airport adhere to required regulations.
- Maintain compliance with all applicable commercial service airport security and environmental standards. This will include compliance under the Transportation Security Administration, FAR Part 139 for Commercial Services Airports, Wildlife Hazard Management Program, and Integrated Contingency Plan.
- Prepare and manage state and federal grant programs.

- Ensure that all aspects of the Airport Office run effectively, including billing, accounts payable, accounts receivable, and credit card transactions.
- Other related duties as assigned, by the County Administrator.

REQUIRED TRAINING/TRAVEL

- All necessary travel for training will be required.
- Must be able to qualify for an Airport Manager's license and possess a valid Michigan Driver's license.
- Must become certified as Airport Security Coordinator under the Transportation Security Administration.

MINIMUM QUALIFICATIONS

- Required: Bachelor's degree in Aviation Management, Public Administration, Business Administration, Engineering, or related field; and one years' experience in airport operations which have provided familiarity with state and federal laws related to airport operations.
- Preferred: Experience as an Airport Manager, Assistant Airport Manager, or Airport Operations Supervisor. Experience managing employees.
- Must be bondable
- Require clearance with all security and other necessary agencies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The County of Delta is an Equal Opportunity Employer