

DELTA COUNTY

JOB POSTING

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

DUTIES: See attached job description

QUALIFICATIONS: Associate Degree in business, accounting or related field with emphasis in business, customer relations and finance. Ability to perform knowledgeably in Microsoft and financial software, including but not limited to Word, Excel, PowerPoint, Publisher and BS&A and have other computer skills.

HOURS: Forty Hours (40) per week.

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

SALARY: \$45,000-55,000 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 **ASSISTANT 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: Assistant Airport Manager

Classification: Non-Union, Non-Exempt, At Will

Department: Airport

Reports to: Airport Manager

Supervised by: Airport Manager

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

GENERAL SUMMARY:

Under general supervision of the Airport Manager, performs the functions of Secretary of the Delta County Airport and maintains the Airport's financial and computer records.

DUTIES:

Performs a variety of office functions for the Airport Manager, the Delta County Airport Advisory Board and its committees, including notification of meetings, preparation of agendas, transcription and distribution of minutes; maintains all files, including advisory board proceedings.

Independently responds to correspondence and inquiries that may be of a sensitive nature. Greets and assists visitors, airline employees and commuters, provides information, explains procedures, helps in completion of filing of forms, maintaining the Airport calendar and makes appointments.

Assists new Advisory Board members with procedures of the Board; assists in processing communications on Board meetings. Also works with confidential material and information.

Develops and implement plans and promotions for the Airport under the direction of the Airport Manager and the Airport Advisory Board.

Supervises airport employees and assigns them duties; assists in the hiring, suspending, promoting, disciplining, or discharging of the employees of the Airport Advisory Board and/or recommends such actions to the Airport Manager.

Assists the Airport Manager with budget preparation and maintenance of budget, including all amendments and fund transfers, addition of new funds and line items to the budget, and prepares and submits to the FAA, yearend financial reports. Additionally, assists the Airport Manager in preparation of all required reports for the State of Michigan, FAA.

In the short-term absence of Airport Manager, AAM shall be designated as Airport Manager with additional pay at the discretion of the Board of Commissioners.

OTHER DUTIES:

Maintains the Airport general ledger computer system including but not limited to all data input of journal entries, accounts payable and accounts receivable computer systems.

Has ability to customize reports and spread sheets.

Be able to reconcile and approve payroll timesheets, in the conjunction with Airport Manager.

Backup all airport files, physical and digital.
Maintain inventory control records.

Perform cash reconciliation as needed.

Responsible for all credit cards processing at Airport, including but not limited to EFT payment transfers and all bank deposits /reconciliations.

Responsible for reporting State of Michigan Sales Tax to Delta County Administration Office and reporting Federal Excise Tax.

Assist in grant applications and grant requirements, including but not limited to LEO, SCASDG, State Marketing Grant, State Fire Training and Hannahville 2%. Also aids other County departments in grant preparation.

Responsible for monthly invoicing, monthly fuel inventory, fuel ordering and overtime reimbursement.

Completes Reports – Air Carrier Reports, FAA reporting, including year-end financial reports, PFC/CFC reports and others deemed appropriate.

This position works with the auditors for the County of Delta in preparing information necessary for their preparation of the audit and answers questions on the Airport financial records. Also addresses various budget questions and concerns.

Other tasks as assigned by Airport Manager.

MINIMUM QUALIFICATIONS:

1. Ability to pass a physical.
2. Associates degree in business, accounting or relate field.
3. Experience with Airport or Aviation industry is desired, but not mandatory.
4. Must be able to qualify for an Assistant Manager's license through the State of Michigan.
5. Must be able to qualify for an Airport Security Coordinator license through the State of Michigan.
6. Must possess a valid driver's license.
7. Employee may be required to work alone.
8. Must be able to pass all TSA requirements.
9. Must be able to serve as the Airport Manager in their absence.

EDUCATION/SKILLS:

1. Associate Degree in business, accounting or related field with emphasis in business, customer relations and finance.
2. Ability to perform knowledgeably in Microsoft and financial software, including but not limited to Word, Excel, PowerPoint, Publisher and BS&A and have other computer skills.

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

