

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Director of Aviation</u>
Sch & Grade	<u>DHS-15</u>
Class Code	<u>AA09</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Dept Head Series</u>

PRIMARY PURPOSE:

To plan, coordinate, and manage the operations of the Springfield-Branson National Airport.

SUPERVISION:

Under the general direction and supervision of the Airport Board; supervises professional, technical, and administrative support personnel both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as principal advisor to the Airport Board with oversight provided by the City Manager or designee. Serves as a director and a member of the City's Leadership Team. Collaborates effectively with other departments regarding aviation issues and projects.
2. Plans, coordinates, and directs personnel in the activities of the Springfield-Branson National Airport including the planning, development, construction, improvements, maintenance, equipping, administration, operation, regulation, protection, and security of the airport and its passengers.
3. Directs, supervises, negotiates terms, and recommends for approval by the Airport Board, contracts for the use of the airport and all allied appurtenances and facilities.
4. Supervises the safe and orderly operation of the airport and may direct the circulation and control of aircraft, vehicles, and pedestrian traffic in and on the City-owned airport.
5. Keeps abreast of trends in the field of aviation and develops both short-term and long-range plans for maintaining the modern status of the airport.
6. Prepares, and delivers regular and/or special reports by demonstrating a working knowledge of technology related to social media and computer applications.
7. Demonstrates excellent verbal communication skills by directing and participating in the airport's public relations and marketing efforts.
8. Oversees the Aviation department budget and grant funding processes including planning, preparing, and administering.
9. Develops long-range planning for department policies and programs and works with appropriate staff on implementation plans.
10. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
11. Oversees and manages staff development and provides direction to ensure appropriate succession planning within the Department.
12. Develops positive relationships with legislators, other elected officials, and community stakeholders to promote support of the Springfield-Branson National Airport.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Utilizes creative and innovative strategies to develop aeronautical and non-aeronautical economic development revenues.
3. Develops and maintains positive working relationships with aviation professionals at the local, state, and federal level, specifically the FAA, various branches of the military and others providing aviation services to the City.
4. Serves as a member of the Ozarks Transportation Organization (OTO) Board.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

A thorough knowledge and understanding of the operations of an air carrier airport, which includes commercial and general aviation, and shall have an understanding of industrial park and foreign trade zone operations. Modern management principles and techniques.

Abilities

Effectively lead and manage airport operations as well as develop and plan appropriate airport policies, programs and procedures; utilize sound, independent judgment; prepare and present clear and comprehensive written reports; effectively supervise and manage department personnel; communicate effectively both verbally and in writing communicating controversial information appropriately; deal effectively and courteously with customers, staff, the general public and various state and federal agencies; contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of diverse cultures and backgrounds; perform the essential functions of the job without posing a direct threat to the health and safety of others; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education and Training

Graduation from an accredited college or university with specialization in Airport Management, Business Administration, Engineering, or related discipline, plus at least five years experience in the supervision of airport operations and maintenance, including familiarity with building and lease management and major capital development projects. Experience with general and commercial aviation preferred. A Master's degree in an appropriate field may be substituted for one year of work experience.

Physical Requirements

None.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. May be subject to extreme weather conditions during worksite visits.

Licensing/Certification

Accreditation by the American Association of Airport Executives is preferred or must be able to obtain accreditation within two years of employment.

Miscellaneous Requirements

Must be able to complete background investigation as required by the Federal Aviation Administration and the City of Springfield. Residency within close proximity of the airport is preferred.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO. 4348
Comments:	Updated Abilities	Date: July 12, 1993

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____