

**COUNTY OF GILLESPIE
JOB DESCRIPTION**



**Airport Manager
Gillespie County Airport**

JOB CODE:

FLSA CLASSIFICATION: Exempt; Full-Time

OCCUPATIONAL CATEGORY: Administrative / Professional

PAY SCHEDULE: Salaried

Gillespie County pays bi-weekly. Exempt staffs are paid on a salary basis.

Pay rate changes generally take place only at the beginning of the County's fiscal year (October 01, yyyy) unless an exception is so noted in the adopted budget.

PAY PLAN:

The salary for this position is established by the Commissioners Court. The position is exempt from the minimum wage and overtime provisions.

Wages are paid biweekly.

LEAVE PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Vacation: Accruals are credited on a biweekly basis and available for use as it is accrued after 1 full year of continuous service. Year to year carry-over accruals are limited to twice the employee's annual rate.

Sick Leave: Accruals are credited on a biweekly basis and available for use as it is accrued. Employees accrue 48 hours of sick leave per year. Maximum accrual 480 hours.

Holidays: Commissioners Court approved holidays.

BENEFIT PLANS: ... Leave/Benefit Plans may include, but are not limited to the following and are subject to change:

Retirement Plan: Mandatory participation in the county sponsored retirement plan (Texas County & District Retirement System).

Group Medical Coverage: The County provides and pays for employee major medical and prescription drug coverage ... employee enrollment is not mandatory.

Social Security / Medicare: The County is a social security employer ... employee wages are subject to social security and Medicare taxes.

Section 125: The County offers a Section 125 Cafeteria Plan ... flexible benefit, premium deferred only plan for qualifying coverage.

Other: The County provides workers' compensation and unemployment coverage.

SUPPLEMENTAL ELECTIVE COVERAGES:

Supplemental elective coverage(s) ... such as: accident, dental, life, cancer, heart; and membership in emergency transport coverage plan(s), are offered through payroll deduction.

The County does not contribute towards the coverage(s) costs.

OTHER:

Deferred Compensation Plan (457k) is offered for employee participation. The County is not a contributor to the plan.

GENERAL DESCRIPTION OF POSITION PURPOSE and OBJECTIVE:

The Airport Manager is responsible for the operation, maintenance, development and promotion of Gillespie County Airport, a public facility.

ORGANIZATIONAL RELATIONSHIP:

REPORTS TO: Reports to and responsive to the Gillespie County Commissioners Court and the Gillespie County Airport Advisory Board.

SUPERVISES: There are no subordinates to this position.

OTHER: Airport Manager has frequent contact with the general public, Airport tenants, Gillespie County Commissioners Court, Airport Advisory Board, Texas Department of Transportation Aviation Division, Federal Aviation Administration, various suppliers of goods and services to the Airport, local political entities and civic organizations, and other county personnel.

ESSENTIAL DUTIES/FUNCTIONS ... Essential duties/functions may include, but are not limited to the following:

Prepare the annual airport operating budget.

Advise the Airport Advisory Board and the Commissioners Court on matters concerning the operation, maintenance, development and promotion of the Airport.

Perform the duties of staff and recording secretary for the Airport Advisory Board.

Coordinate/conduct liaison with the Texas Department of Transportation Aviation Division on issues of airport maintenance, development and promotion.

Coordinate/conduct liaison with the Federal Aviation Administration on issues of aviation safety and flight operations.

Prepare requests for major construction projects and grant applications.

Plan, coordinate and supervise the Gillespie County portion of major construction projects.

Perform routine and unscheduled maintenance of the airport lighting and PAPI systems.

Maintain the airport terminal building. Such as: clean facilities, pick up trash, clean restrooms and minor building maintenance.

Maintain the airport grounds. Such as: mow and weed eat utilizing power equipment; shred next to runway and taxiway utilizing batwing mower; apply round up to remove undesirable vegetation.

Monitor part-time tractor/shredder driver.

Prepare and present informational programs to local political entities and civic organizations.

Plan and coordinate airport business park development, operation, maintenance and promotion.

Represent Gillespie County at the Texas Aviation Conference and regional airport planning meetings.

Monitor lease compliance by airport tenants.

Prepare and compute Consumer Price Index, based on August of each year, and issue letters to airport tenants.

Perform duties of leasing Gillespie County "T" hangar units and coordinate upkeep of the units.

Monitor/oversee organized aviation activities to insure compliance with airport rules and regulations.

Conduct airport safety surveys. Correct noted shortcomings and deficiencies.

Respond to inquiries and requests for information from prospective aviation service providers.

Prepare correspondence, lease agreements and operational documents in final form. Maintain correspondence/activity/historical files.

Prepare, implement and maintain the Pavement Management Program.

Prepare, implement and maintain the Storm Water Pollution Prevention Plan.

Prepare and maintain the Airport Emergency Plan. Respond to airport emergencies.

Prepare, implement and maintain the Airport Security Plan.

WORKING CONDITIONS and SCHEDULES:

ENVIRONMENTAL: Office and field environment; travel from site to site; exposure to noise, dust, dirt, fumes; inclement weather conditions; work with computer and office equipment. Exposure to heat, cold, and loud noise is not avoidable.

PHYSICAL: Essential functions may require maintaining physical condition necessary for standing, walking, climbing, or sitting for prolonged periods of time and operating motorized vehicles and power equipment.

SCHEDULES: Work schedule is non-routine. Frequent night and weekend presence at the airport is required.

Night meetings may be required.

Incumbent may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

MINIMUM REQUIREMENTS/QUALIFICATIONS of incumbent:

EDUCATION:

Minimum education requirements are an Associates Degree in Aviation Management. A Bachelors degree in business with specialization in Aviation Management is desirable. Specific related experience may substitute for the foregoing requirements.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid Texas driver license.

TESTING:

Gillespie County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications for required security clearance ... may include credit reports, motor vehicle records, employment records, and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment unless it prevents receiving the required security clearance. Each case is considered individually.

ADDITIONAL REQUIREMENTS:

Gillespie County requires consent for criminal background check from all applicants.

Resumes are accepted, but will not serve in lieu of an official completed Gillespie County Application for Employment.

SELECTION CRITERIA ... of incumbent requires:

KNOWLEDGE ... incumbent must have basic knowledge in the following areas:

- General Aviation Operations
- Basic Budgetary Processes
- Ability to construct briefings
- Federal Aviation Regulations
- Read and understand approach plates

SKILLS ... incumbent must demonstrate the following skills:

- Computer programs for writing
- Ability to generate consensus among various demands
- Effective verbal ... presentation and listening communications skills
- Effective written ... presentation and listening communications skills
- Time management skills ... capable and willing to multi-task and meet frequent deadlines
- Ability to perform work independently with minimal amount of supervision

PERSONAL ATTRIBUTES ... incumbent must demonstrate the following personal attributes

- Skill to effectively deal with the public and airport occupants in a professional and positive manner consistent with the requirements of being a public servant
- Ability to understand and follow English instructions (verbal, written, telephone, electronic)
- Regular attendance is essential
- Must arrive at work on time, prepared to perform assigned duties and work assigned schedule
- Be willing to work unscheduled hours ... including holidays and/or weekends
- Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of himself/herself and others
- Incumbent must be able to adhere to County policies

DISCLAIMER

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this classification/job description. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and certifications required of personnel so classified.

All benefits of employment with the County are subject to review and change at any time. The County makes no guarantee as to future benefits of employment. All benefits, programs, rules and policies of the County are subject to exceptions or change at any time, as decided by the County. The County will have the right to change your location for work, your salary and benefit programs, its personnel policies and any other privilege or condition of employment at any time for any reason, with or without prior notice.