



Department of Human Resources / Risk Management

155 Municipal Way, Juneau, AK 99801
907-586-5250 <phone> 907-586-5392 <fax>
Email: Dallas.Hargrave@juneau.org

MEMORANDUM

Date: January 10, 2024

To: Airport Manager Recruitment Committee

From: Dallas Hargrave, CBJ Human Resources & Risk Management Director

Re: Updating Airport Manager Position Description

Included in the Airport Manager Recruitment Committee packet is the current position description and a draft updated position description for the Airport Manager. When the Assembly created the Airport Manager Recruitment Committee, the committee was tasked with updating the Airport Manager position description in addition to the recruitment and selection of a new Airport Manager. It is important to have an accurate position description finalized as you recruit for a new Airport Manager, so applicants and potential applicants will have an accurate representation of the position.

The current position description of record for the Airport Manager was last updated in 2001. The draft position description for your consideration today contains draft updates by HR staff and the current Airport Manager, Patty Wahto. The job duties, functional area, estimated percentages of time, licenses and certifications, requirements of the job and positions supervised were all updated in the draft for your consideration.

Requested action:

I am requesting that the Committee review the draft Airport Manager position description, provide any recommended changes, and finalize the updated Airport Manager position description prior to beginning the recruitment for the new Airport Manager.