

25	NONE	1973S	AIRPORT MANAGER	DAYS	XF	1.0	12	AIRPORT BOARD	10070 05001
RANGE	BU	CLASS CODE	CLASS TITLE	POS SHIFT	STAT	FTE	EEO FUNCT	SUP PCN	PCN

ALLOCATED TO ABOVE CLASS BY:

*John G. C.*

Signature

\_\_\_\_\_

Date

7/31/01

\_\_\_\_\_

Effective Date  
of allocation

COMMENTS ON ALLOCATION:

CITY AND BOROUGH OF JUNEAU  
POSITION DESCRIPTION

The immediate supervisor is directly responsible for writing and amending the descriptions on each position they supervise. The incumbent of the position shall be given a copy of the description at the time they are appointed to the position and shall be given revised copies no later than the date that the revisions become effective. The official description of the position is the most recent copy in the Office of Personnel Management.

**BRIEF OVERVIEW:** The Airport Manager is responsible for overall management and operation of Juneau International Airport.

CERTIFIED AS A TRUE AND ACCURATE DESCRIPTION OF THE DUTIES, RESPONSIBILITIES, AND AUTHORITIES ASSIGNED TO THE INCUMBENT OF THIS POSITION

*Mike Barton*

Immediate Supervisor Signature

7/31/01

Date

*Mike Barton*

Chairman, Airport Board

7/31/01

Date

Effective Date  
of this description

REVIEW

By

Date


Result

THIS BOX FOR OFFICE OF PERSONNEL MANAGEMENT USE ONLY

10070

23	N	1973S	Airport Manager	DA	XR	1.0	12	Airport Board	05001
RANGE	BU	CLASS CODE	CLASS TITLE	POS SHIFT	STAT	FTE	EEO FUNCT	SUPV PCN	PCN

ALLOCATED TO ABOVE CLASS BY:

  
 Signature

12/21/99  
 Date

12/21/99  
 Effective Date of allocation

COMMENTS ON ALLOCATION:

DO NOT ENTER ANY INFORMATION IN THE ABOVE SECTION, SEE PAGE 11 OF THE SUPERVISOR'S GUIDE TO POSITION DESCRIPTIONS.

CITY AND BOROUGH OF JUNEAU  
**POSITION DESCRIPTION**

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**BRIEF OVERVIEW:**

Airport Manager is responsible for overall management and operation of Juneau International Airport.

CERTIFIED AS A TRUE AND ACCURATE DESCRIPTION OF THE DUTIES, RESPONSIBILITIES, AND AUTHORITIES ASSIGNED TO THE INCUMBENT OF THIS POSITION.

 12/19/99  12/19/99 11/6/99  
 Immediate Supervisor Signature Date Department Director Signature Date Effective Date of this description

**REVIEW**

By	Date	Result

This position description is not entirely complete. It does present a fair representation of the duties, responsibilities, and authority assigned. Any additional duties or responsibilities reasonably related to this description or the job class specification may be assigned by the supervisor at any time. The supervisor of this position is responsible for maintaining the accuracy of this description.

PERCENT	RESPONSIBILITIES - DUTIES - AUTHORITIES	
	<p>Under the general direction of the Airport Board, the Manager</p>	
15%	<p>Plans, organizes and directs Airport activities, including maintenance of physical plant, personnel and equipment. Physical plant includes but is not limited to: terminal building, access ways, maintenance facilities, emergency generator, public parking areas, runways, taxiways, aprons, aircraft parking areas, airfield roads, seaplane base, airfield lighting, drainage systems, sewer and water systems.</p>	
15%	<p>Develops, recommends and enforces rules and regulations for all airport activities. Ensures passenger safety. Supervises airport security and airport rescue and fire fighting. Ensures compliance with applicable Federal Airport Regulations, particularly FAR Part 139 Airport Certification Regulations, FAR Part 107 Airport Security Regulations, and other relevant laws and regulations.</p>	
15%	<p>Supervises activities of subordinates. Provides timely feedback on subordinate performance. Provides performance enhancement and career development training to subordinates as appropriate. Maintains open communication with staff and promotes good staff morale.</p>	
14%	<p>Maintains open and timely communication with Airport Board. Attends monthly Airport Board meetings and such subcommittee meetings as may be required. Maintains active working relationships with air carriers, air taxi companies, airport tenants, private aircraft owners, lease holders, and state and federal agencies. Invites public involvement in airport activities having impact on the community, e.g., noise abatement, wetlands issues. Serves as spokesperson for airport. Acts as liaison between the airport and the City and Borough Assembly and the public on airport matters. Coordinates with local and regional FAA offices.</p>	

10%	Ensures safe airfield operating conditions, including appropriate distribution of Notices to Airmen (NOTAMs), and proper airfield snow removal operations in concert with FAA-approved airport snow control plan.	
8%	Develops, directly or through subordinates, annual operating and revenue budgets with responsibility to maintain annual financial break-even operation in accordance with Assembly policy directive and recommends same to the Airport Board.	
8%	Recommends to the Airport Board airport lands to be leased. Negotiates and executes airport leases and contractual services. Administers space rental, services and utilities to Airport tenants. Directs collection of fees, rentals and other charges.	
5%	Initiates, coordinates and recommends Capital Improvement Programs for airfield development, including application for federal funding through the Federal Aviation Administration and/or State of Alaska, acquisition of airport equipment and facility improvements, and Passenger Facility Charges (PFCs).	
5%	Ensures Airport Operating Manual and Airport Security Manual are maintained in accordance with FAR 139 and FAR 107 and directs activities in compliance with said manuals. Initiates and coordinates airport planning in compliance with the current Airport Master Plan. Initiates updates as appropriate.	
5%	Performs other related duties as required.	