

City of Lake City, FL

Classification Description

Classification Title: AIRPORT MANAGER
Department: AIRPORT

Pay Grade: ~~10~~ 8
FLSA Status: Non-Exempt

General Description

This is a highly responsible administrative position that assists the department with administration tasks. Oversees the day-to-day administrative and business duties for the Lake City Gateway Airport, Airport Industrial Park, and Fixed-Base Operations and works closely with other City Departments. This position reports to the Airport Director.

Nature of Work

Essential Functions:

- Oversees administration tasks for the department.
- Coordinates time sheets, compiles, calculates, and tracks project hours in preparation for payroll; processes payroll for the department; assists with coordinating work schedules.
- Responsible for processing Purchasing Orders and invoices; maintains financial files and spreadsheets for the Department
- Responsible for processing Department's ordering of supplies, parts, service orders, and purchases, according to procurement policies.
- Assists in overseeing the enterprise business program, coordinates and maintains files of certificates of insurance liability prior to activity on airport property, and conducts monthly billings and annually adjustments for lease rents.
- Prepares documents, composes letters/correspondence, maintains Department records and project files, including CIP projects and grants. Assist with taking meeting notes, as requested.
- Prepares and submits biweekly report of Department activity.
- Assists with providing customer service interacting with customers via in-person, telephone, and emails for Department's enterprise business.
- Assists in the development and preparation of the Department's annual budget, monitors the approved budget and provides input and recommendations to the Department Director.
- Coordinates special projects and programs as assigned, including preparation of the Department's annual reports, business prospectus, economic impact studies, market materials, and revenues / sales.
- Assists with coordinating calendar invites and scheduling meetings.

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- Represents the department at meetings and conferences of aviation committees and associations, chambers of commerce, governmental agencies and other groups, as requested.
- The essential job functions listed above are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.
- Management of airport linemen, including developing and maintaining a work schedule for each airport lineman to ensure the airport flight line operations are covered during hours of operation.
- Scheduling daily facility maintenance to ensure the Lake City Gateway Airport property is clean and everything is operational, including grounds, runways, taxiways, hangar areas, terminal building, and equipment; to assist with providing services for transient and based aircrafts.
- Assists in developing, directing and coordinating major programs and functions of the Fixed Based Operations Center, emergency coordination, airfield management, methods and procedures, duty management, terminal management, noise abatement, special projects and other activities as assigned; is responsible for the selection, training, supervision, and evaluation of subordinate personnel.
- Coordinates, interprets and enforces rules and regulations concerning airport operations and safety; establishes compliance policies and procedures regarding all City, State and Federal regulations, including the Federal Aviation Administration Certification and Security Regulations; Assists with the development and implementation of airfield, roadway and building inspection procedures; assists with the preparation and maintenance of operations directives and manuals, the emergency procedures manual and the Airport Disaster Plan.
- Perform all duties of a lineman and provides supervision of linemen during daily operational duties including aircraft fueling, procurement of fuel and fuel systems managements and maintenance management of the airport facilities.
- May represent the department at meetings and conferences of aviation committees and associations, chambers of commerce, governmental agencies and other groups.

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment:

Uses office equipment, including copy and adding machines, multi-line telephone systems, and desktop computers and must be highly proficient in Microsoft Office Suite applications to create and maintain files for word processing, emails, and spreadsheets with advance functions for formulas and graphs.

Critical Skills/ Expertise: Employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manuals related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of

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cultural, religious, and gender differences when interacting with the public and colleagues.
Critical skills/expertise identified for this job includes:

- Possess experience and knowledge of principles and practice of public administration and public enterprise businesses, preferred;
- Possess experience and knowledge of standard business practices; City purchasing polices and processes, preferred;
- Possess experience and knowledge, working with technical or industrial specifications, devices, materials, tools, or machinery, preferred;
- Must have excellent written and oral clear communication skills, including editing and producing clear, accurate, and concise reports, publications, memoranda and letters;
- Must have expert customer service skills;
- Must be a great collaborator and team builder;
- Must be supportive of Airport and City initiatives and mission;
- Must be have exceptional organizational skills and highly productive;
- Ability to remain courtesy in stressful situations with the public and colleagues and professional at all times; and work with all levels of city personnel tactfully and courteously;

Minimum Qualifications: Graduate from an accredited college or university with an Associates of Science or Arts degree and/or 4 years of in comparable any combination of education, training, and business experience in airport management, city administration, fixed-base operations, or travel industry. Must have a valid Florida Driver’s License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate clearly both orally and in writing
- Ability to distinguish color, texture and depth
- Ability to climb stairs or ladder, walk the property,
- Ability to bend down, reach up, and pick up items
- Ability to sit or stand for extended periods of time
- Ability to lift up to 20 lbs.
- Ability to drive safely

Environmental Conditions:

- Works inside in an office setting but may work outside near noise aircraft environment.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature

