Job Description

Job Title:	Airport Manager	Classification:	Classified
Department:	Public Works	Grade:	330
Occupational Group:	Aviation	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under general supervision; manages the day-to-day operation, promotion, and development of the Federal Airport Regulation (FAR) Part 139, Class I, Commercial Service Joplin Regional Airport.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Plans, directs, reviews, and oversees the Airport's airfield maintenance, security, compliance, financial administration, marketing and public relations, property leasing and usage, and personnel.
2. Ensures compliance with applicable local, State, and Federal regulations including Federal Aviation Administration (FAA) rules, regulations, and standards.
3. Researches and recommends airport property leasing, sales, or acquisition policy interest.
4. Recommends rental rates and charges; forecasts revenues and costs associated with leasing airport properties for consideration and approval. Negotiates leases and rental agreements. Recommends and arranges for approval of leasehold development and improvement.
5. Schedules and directs the inspection of premises to ensure tenant compliance with lease requirements. Advises and assists tenants. Initiates collection procedures against delinquent lessees.
6. Oversees recordkeeping and preparation of interdepartmental accounting reports and financial statements within City's approved accounting systems.
7. Directs airport inventories and assets activities.
8. Conducts cost-benefit, statistical, or other analyses; recommends funding program improvements and staffing changes.
9. Analyzes departmental personnel, equipment, supplies, and maintenance costs to justify variations from estimates as prescribed by City financial policies and procedures.
10. Recommends marketing strategies for implementing new programs and services; oversees implementation of marketing campaigns. Oversees and approves the design and layout of in-house and outsourced advertising and promotion materials. Monitors promotional services through various media including news releases, flyers, posters, television spots, and other venues.
11. Oversees development and implementation of special events designed to promote new services and programs.
12. Prepares reports and correspondence for presentation on a variety of airport operation topics, as needed.
13. Acts as a liaison between the Airport and airline and/or rental car representatives, contractors on the premises, air carrier station managers, and foreign air carrier station managers providing sensitive and timely information, as needed.
14. Serves as the Airport Security Coordinator (ASC) for Joplin Regional Airport, acting as the Airport's primary and immediate contact for security-related activities and communications with the Department of Homeland Security (DHS) and the Transportation Security Administration (TSA).

15. Monitors security-related functions to ensure effectiveness and compliance with applicable Security Directives. Takes corrective action for instances of non-compliance.
16. Serves as contact for individuals applying for badge/unescorted airport access.
17. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
18. Represents the City of Joplin and Airport in dealings with Government Officials, Business/Industrial leaders with respect to regulatory, political, and economic development issues.
19. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
20. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
21. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.
22. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Principles and practices of airport management; FAA and TSA rules, regulations, and standards; applicable FAR 139 and 103 standards; promotional and marketing techniques appropriate for governmental business operations; general business and public administration principles and practices; general buildings and grounds maintenance practices and procedures; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with business/industrial officials, other State, Federal, and local governmental officials, staff, and the general public; planning, scheduling, and reviewing the work of staff; promoting and developing increased use of the Joplin Regional Airport; understanding and following complex rules, regulations, and standards; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Airport Management, Business or Public Administration, or related discipline.

Experience: Four years commercial airport or general aviation airport experience which includes facilities management and supervisory experience. Minimum of two years of management experience at a commercial service airport is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. ASC certification and FAR Part 139 training must be obtained and maintained immediately upon appointment. Accredited Airport Executive (AAE) from the American Association of Airport Executives is desired, but not required.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Position requires additional background review, including a criminal history check by the TSA. Must be available 24 hours a day for emergency communication with the DHS, TSA, FAA, and DOT.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	