

**City of Olive Branch – Job Description**  
**Airport Division**  
**Director**



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**FLSA:** Exempt

**REPORTS TO:** Mayor

**EFFECTIVE DATE:** 5/06/2020

**SUPERVISES:** Line Service Technicians and Airport Dispatch Clerk

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**PURPOSE OF POSITION**

Performs complex supervisory, administrative and professional work in planning, organizing, directing and supervising the Airport Division, including facilities, environmental compliance, parking, ground transportation, security and general aviation programs.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Establish operating budgets and monitor progress**

- Determine present and future capital needs
- Set financial and operational goals
- Prepare and administer departmental annual budgets
- Monitor and control ongoing budget expenditures
- Request budget amendments as needed and provide input when requested
- Assure that budget integrity is maintained

**Oversee the departmental purchasing process**

- Ensure all purchases comply with state and federal law
- Purchase supplies as needed and maintain inventory
- Recommend the purchase of necessary equipment
- Prepare technical specifications for equipment, materials and other items
- Prepare bid, contract, and technical documents
- Act as liaison to Administrative Services during invitation and receipt of bids
- Review & evaluate bids and make recommendations to the Board

**Perform personnel management duties**

- Implement and enforce policies, procedures, rules, regulations and programs
- Ensure that workers have been trained properly and practice safe work procedures
- Supervise employees directly or through subordinates
- Assign duties, counsel and discipline personnel
- Make recommendations to the Mayor & Board regarding disciplinary actions, hiring and firing of employees
- Review work progress and effectiveness of subordinate supervisors and employees
- Maintain and update personnel records

**Perform administrative and professional work in planning, organizing and directing the Airport Division**

- Enforce applicable regulations pertaining to flying, airport operations and public safety
- Inspect equipment, grounds and facilities for proper maintenance, needed repairs and improvements
- Prepare and maintain required reports and records for submittal to federal, state and local agencies
- Direct and participate in the development of goals, objectives, policies and procedures for the department
- Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure
- Oversee long term planning for airport improvements, infrastructure and property including the terminal, runways, airport equipment, etc.
- Research and prepare program and/or grant applications for state and federal funding of airport improvement and maintenance projects; promote and plan for maximum utilization and growth of the airport
- Administer federal and state grants and associated projects
- Develop and implement comprehensive airport maintenance plans and schedules
- Manage the maintenance and repair of aircraft hangers, buildings, tie-down spaces, airfield pavement, navigational aids, lighting systems and private roads
- Manage the airport environmental compliance program, including storm water permit and base management practices, wildlife management and the noise outreach program
- Manage the airport general aviation program: administer and enforce aircraft hangar and facility lease agreements, oversee invoicing of airport user fees.
- Manage aviation fuel marketing and pricing strategy
- Provide information, technical assistance and respond to, investigate and resolve citizen and customer complaints
- Support the relationship between the City of Olive Branch and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public, tenants and City staff

**Perform other duties as directed**

**Regular in person attendance**

**MINIMUM QUALIFICATIONS**

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities that would typically be acquired through:

- High school diploma, or equivalent education
- Bachelor's Degree in Aviation, Business Management, or related field preferred
- At least 5 years of experience in operations and management of an airport preferred
- Significant experience that can be demonstrated in working with state and federal grant programs, especially associated with the Federal Aviation Administration
- Valid driver's license with an acceptable driver history

## **WORKING CONDITIONS**

Administrative job duties in an office setting with secondary work functions in an outdoor environment including inspection of airport property, sites or airport facilities and operating equipment; sustained posture in a seated position for prolonged periods of time; occasional exposure to chemicals, or hazardous material including, but not limited to aircraft fuel; physical work includes bending, stooping, and lifting

- Full-time, permanent position
- Regularly scheduled hours year-round, occasionally works overtime, night and holidays
- Always on call in emergency situations
- 70% of the work is indoors
- 30% of the work is outdoors in all types of weather conditions

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge:**

- Principles of supervision, training, and performance evaluation
- Principles and practices of airport and project administration
- Methods, materials, and techniques used for airport projects
- Airport, terminal and runway layouts, operations, and airport maintenance
- Standards and regulations concerning employee safety
- Federal and state statutes, rules and regulations concerning the work of the department
- FAA and any applicable TSA rules and regulations pertaining to airport management and operation and FAA advisory circulars
- General office and filing practices and procedures
- Mathematical skills, including addition, subtraction, division and multiplication
- Proper grammar and proper use of English orally and in writing
- General functions and operations of municipal government

### **Skills and Abilities:**

- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints and schematics
- Plan, direct, assign and evaluate the work of others
- Keep accurate records
- Write technical reports and correspondence
- Use a personal computer
- Prioritize daily work flow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, and customers both orally and in writing
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner

- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City policies and procedures