

MANAGER OF AIRPORTS

The Chautauqua County Department of Public Facilities is seeking qualified applicants for the position of Manager of Airports. This is a responsible administrative and supervisory position encompassing accountability for the operation of the Chautauqua County Airports and Chautauqua County Parks. The work performed is under the general supervision of the Director of Public Facilities and allows flexibility for the exercise of independent judgment in the tasks performed. **This position will be filled on a provisional basis pending the outcome of a future Civil Service examination for this title.**

RESPONSIBILITIES:

- Directs the operation, marketing and communications requirements of the Chautauqua County Airports division, including safety and facility maintenance, and inspects operations to ensure compliance with standards set forth by the FAA;
- Direct supervision of the Airports and Parks personnel;
- Directs the operations of the Chautauqua County Parks division;
- Directs and reviews fire prevention, security, and maintenance procedures to determine adequacy and recommends improvements for safety and protection of airport property/personnel;
- Prepares long-range plans and policies for development and construction of airport projects and facilities, and makes recommendations in support of these plans;
- Prepares and administers the airports and parks budgets and oversees the requisition, purchase, and maintenance of equipment, grounds, and facilities;
- Negotiates for improved airline services and contracts with the Fixed Base Operator;
- Applies for and monitors grants and coordinates project work with consultants;
- Represents the County for airports and parks with various local airport-oriented and parks organizations;
- Coordinates airport and parks activities, contracts, and leases with tenants and assures compliance with leases in accordance with County and federal regulations;
- Handles press and media inquiries, participates in press conferences, and coordinates public information programs regarding airport and parks activities;
- Prepares operating reports and summaries as required;
- Makes and enforces airport rules and regulations;
- Plans and supervises maintenance and safety programs;
- Negotiates leases with airport tenants;
- Surveys future needs of the airports and parks and makes recommendations;
- Promotes the use of the airport and the parks system.

KNOWLEDGE, SKILLS, ABILITIES:

- Good knowledge of federal, state and local rules and regulations applicable to airports and parks;
- Good knowledge of airport and parks operations, safety, and maintenance;

- Ability to coordinate contracts and leases, and to prepare and recommend long-range plans and policies;
- Ability to direct, supervise, and evaluate subordinate personnel, and to establish effective working relationships with the public and other County employees;
- Ability to coordinate public relations for airport and parks facilities;
- Ability to speak before and communicate with commissions, media representatives, elected officials, other governmental agency personnel at all levels, and the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma and either:
- Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree and four (4) years of responsible supervisory or managerial experience; OR
- Successful completion of 60 semester credit hours from a regionally accredited or New York State Registered college and six (6) years of responsible supervisory or managerial experience; OR
- Eight (8) years of responsible supervisory or managerial experience.

Qualified Candidates should complete the Chautauqua County Application for Examination or Employment (available on this website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Benefits Include Health Insurance, Paid Leave, and NYS Pension

Equal Opportunity Employer