

Jurisdictional Class: Competitive  
Adopted: January 1, 2005  
Revised: March 6, 2014

**DEPUTY AIRPORT MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a key management position involving responsibility for coordinating and assisting in planning and supervising all aspects of the day-to-day operational and maintenance functions of the county's airport to ensure safe, efficient, legal, and profitable operations. The incumbent also has responsibility for coordinating and administering leases, contracts, and permits with prospective and current airport tenant operators and supervising the work of consultants, contractors. The incumbent performs landlord functions for County owned airport facilities and acts as County agent for lease agreements with airport tenants. The incumbent works closely with appropriate governmental agencies and outside legal counsel and ensures compliance with FAA and TSA Regulations, Airport Rules and Regulations, Airport Minimum Standards, Airport Leasing, Rates and Charges Policies and federal, state, and local laws, rules, and regulations. The incumbent acts on behalf of the Airport Manager in his/her absence. An employee in this class works under the administrative guidance of the Airport Manager with wide discretion allowed for independent decision making. Supervision is exercised over all persons assigned to operate the airport. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists the Airport Manager in overseeing all aspects of airport operations;  
Oversees the overall operation and maintenance of the equipment and facilities of the airport to ensure compliance with federal, state, and local rules and regulations;  
Administers airport property management program overseeing tenant leases and assisting with business development;  
Oversees environmental issues as they pertain to the airport and the federal, state, and local jurisdictions;  
Supervises the work of consultants and contractors, ensuring quality and timely work are performed in accordance with the contractual agreements and within budgetary constraints;  
Maintains positive tenant relations with airlines, concessionaires, and property tenants and resolves tenant related issues;  
Develops property bid packages, real estate leases, operating agreements, easements, deeds, and other contracts;  
Oversees OSHA/Employee safety programs;  
Makes recommendations to Airport Manager for airport development, maintenance, and safety/security needs;  
Assists in the development and implementation of plans for airport improvements, maintenance, and development;  
Assists in the development, administration, and enforcement of airport ordinances, rules, and regulations;  
Assists in the development and implementation of public relations policies to promote the interests of the County, the airport, and the general public;  
Plans and directs the control of air and ground traffic to ensure safe and efficient operations;  
Oversees the supervision of airport personnel during snow removal operations and airport incidents;  
Conducts inspections of fixed based operator functions, including fueling operations, fuel storage facilities, and fuel quality control procedures;  
Oversees and conducts regular operations and security inspections of the airport and associated facilities and property;

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Develops training exercises based on Homeland Security Exercise and Evaluation Program (HSEEP) principles and practices;  
Recommends closure of airfield or portions thereof in accordance with Federal Air Regulation rules and periodic advisory circulars;  
Issues NOTAMS;  
Key member of Airport incident response team and Airport Representative to County Emergency Operations Center;  
May serve as airport interface with government, civic, and business organizations;  
Assists in the preparation of the annual budget and financial reports for the County Legislature;  
Prepares and maintains all required reports relating to field operations and equipment status;  
Acts on behalf of the Airport Manager in his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles, methods, tools, and materials used in airport operation and maintenance;  
Thorough knowledge of federal, state and local rules and regulations applying to airport facilities management and airport operations and management;  
Knowledge of principles and practices of leases and operating agreements in regard to airport operations;  
Knowledge of Federal Aviation Regulations and Advisory Circulars as they pertain to the airport operations, planning, and administration;  
Knowledge of National Response Framework, National Incident Management System, and Incident Command System;  
Knowledge of Homeland Security Exercise and Evaluation Program (HSEEP) principles and practices;  
Knowledge of Emergency Preparedness Plan development and implementation;  
Knowledge of government regulations covering airport security and law enforcement;  
Ability to plan and supervise the work of others in a manner conducive to full performance and high morale;  
Ability to interact with various agencies, tenants, contractors, architects, and federal, state, and local government;  
Ability to communicate professionally and diplomatically with co-workers, tenants, contractors, and the public regarding airport operations and safety related issues;  
Ability to handle various projects at the same time, work effectively under pressure, and keep projects on schedule;  
Ability to give clear and concise oral and written instructions;  
Ability to exercise sound judgment in stressful situations.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Aeronautical Science, Aeronautical Engineering, Civil Engineering, Industrial Engineering, or closely related field and two (2) years of experience in an administrative or management position in an airport environment involving responsibility for planning, directing, supervising, and coordinating the work of staff; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Planning, Business Administration, Public Administration, or closely related field and four (4) years of experience in an administrative or management position involving responsibility for planning, directing, supervising and coordinating the work of staff; two (2) years of which must have been in an airport environment; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate level New York State driver's license at time of application; possession of license at time of appointment.

Applicants must undergo a fingerprint-based (CHRC) Criminal History background check that does not disclose that he or she has a disqualifying criminal offense within the previous ten (10) years.