

## Airport Administrator

General Services – Airport

Salary Range: \$69,039 - \$81,252

Deadline: 5pm January 16, 2014

Chesterfield County is seeking an experienced and enthusiastic individual to serve as Airport Administrator. The successful candidate will possess a bachelor's degree in aviation, business or public administration or a related field; five years of relevant experience managing a General Aviation Reliever Airport, including three years of supervisory experience; or an equivalent combination of training and experience. Must possess considerable knowledge of aviation, airport operations, and FAA and DOAV regulations pertaining to Airport Operations. Knowledge of business management principles, budget administration, public relations, and marketing skills. This position requires excellent leadership skills, project management capabilities, ability to multi-task, and is expected to exercise sound independent judgment. Must have the ability to foster excellent working relationships and positive outcomes through interaction with citizen advisory committees, diverse tenants, county officials, and other key stakeholders. Ability to be an effective independent worker. Communicate effectively both written and orally. Office management and computer skills a must. Excellent customer service skills. Under the direction of the Director or Deputy Director of General Services, this position plans, organizes, and directs the daily operation of the County's General Aviation Reliever Airport (FCI). This position requires demonstrated skill and ability to develop and maintain effective working relationships with a diverse group of airport stakeholders including, but not limited to FCI's Fixed Base Operator (FBO), Airport Advisory Board, and other County staff to deliver airport services to the public. This position supervises the Airport Facility Maintenance Supervisor and oversees FCI's facilities, programs, initiatives, projects, leases, and contracts in such a manner to ensure the Airport is financially self-sufficient, its rates and charges are fair and reasonable, and it maintains strategic direction and focus as an economic engine for the County. The Airport Administrator assists the Director or Deputy Director in business operations of FCI including, but not limited to, tenant management and leases, billing and collections; grant submission and management; and liaison with the Federal Aviation Administration (FAA) and Virginia Department of Aviation (DOAV). This position also works with the Director or Deputy Director to implement FCI's capital improvement project as needed. Requires availability on nights, weekends, and holidays to support airport operations, law enforcement, snow removal efforts, and airport emergencies as directed and required. Performs other work as required. **Good driving record required. Must not reflect a total accumulation of six or more negative points within the past three years or a major violation within the past four years. Pre-employment drug testing and FBI criminal background check required.** Chesterfield County application is required and must be submitted online by deadline. Visit [careers.chesterfield.gov](http://careers.chesterfield.gov) to view instructions and to complete and submit an application. (804) 748-1551.

*An Equal Opportunity Employer Committed to Workforce Diversity*