

## **JOB ANNOUNCEMENT**

### **Middle Peninsula Regional Airport – ASSISTANT MANAGER**

The Middle Peninsula Regional Airport seeks applicants for full-time Assistant Manager.

Assists the Airport Manager in all airport operations to be in compliance with FAA and VADOA regulations. Duties to include management of airport refueling and revenue operations; general house keeping; seasonal grounds keeping, including mowing and possible snow removal; assist with preparation and management of budgets. Valid driver's license and high school diploma or equivalent required. Bachelor's degree in Aviation Management or Business, or comparable aviation experience preferred. Applicants must be willing to work flexible hours, including weekends, evenings and holidays. Competitive salary and benefits are provided. For a job description, contact the Airport Manager.

Applications will be accepted through Friday, February 27, 2009 from 8:00AM to 4:30PM at 1000 Airport Road, Mattaponi, VA 23110 or by Email at [tgaylord@fly-fyj.com](mailto:tgaylord@fly-fyj.com).

Please contact Airport Manager Tim Gaylord at 804-785-9725 with any questions.

## **Job Description Assistant Manager**

### **Duties:**

1. Ensure safe and efficient operation of airport in compliance with Federal Aviation Administration and VADOA regulations
2. Assist in the management and operations of aircraft refueling and revenue operations including all applicable accounting responsibilities when requested
3. Airport Maintenance, including snow removal, and seasonal grounds keeping
4. Complete general house keeping of the airport and terminal
5. Assist in the supervising and training of all Airport personnel and tenants
6. Prepare payroll for all employees in the absence of the Airport Manager
7. Assist in the preparation and managing of the operating and capital expenditure budgets as necessary
8. Assist the Airport Manager with bank deposits when deemed necessary
9. Prepare Monthly reports for Airport Authority meetings when requested or in the absence of the Airport Manager
10. Comply with all policies and regulations
11. Maintain a Dialog with all Government agencies, Attend when necessary the Airport Authority meeting when requested or in the absence of the Airport Manager
12. Assist in the Compliance with annual Accounts Audit
13. Be responsible for the after hours pager when requested or in the absence of the Airport Manager
14. Assist in jobs and task to be determined

### **The Candidate must:**

1. Possess a Valid Driver's license
2. Bachelors Degree in Aviation Management or Business Administration or comparable aviation experience preferred
3. Possess a High School Diploma
4. Pass a pre-employment drug screen
5. Pass a background investigation
6. Be able to demonstrate or acquire skills necessary to operate equipment
7. Have correctable speech, hearing, and eyesight
8. Be bondable

Any person appointed to this position must be willing to work flexible hours, including weekends and holidays when deemed necessary by the Airport Manager. This person will be required to carry the Airport Pager and be on-call for after hour's emergency service when requested or in the absence of the Airport Manager. Individual will act as the official Airport Representative in any capacity required by the Airport Authority in the absence of the Airport Manager.