

Job Opportunity

Department of Aviation

WORKING TITLE: Aircraft Licensing Program Manager

ROLE: Financial Services Specialist II

POSITION NO: 00013 (Communications & Education Division)

LOCATION: Henrico County, Virginia

PAY BAND: 5

SALARY RANGE: \$40,959 - \$84,062

CLOSING DATE: Applications must be received in the Human Resource Office by 5:00p.m., May 26, 2008

DESCRIPTION: The Department of Aviation (DOAV) is seeking a dynamic individual to manage the Virginia aircraft licensing program and conduct reviews for all aircraft required to be registered with the Commonwealth of Virginia. This individual will ensure compliance with associated Code of Virginia aircraft licensing and tax statutes and the Virginia Aviation Regulations, consult with federal, state and local entities regarding the program; and relay program information and guidance to aircraft owners, operators and contractors. As a member of the Communications and Education Division, this person will promote various services and programs provided by DOAV.

QUALIFICATIONS: Considerable knowledge of program administration principles and techniques; knowledge of or ability to learn state rules and regulations pertaining to licensing and taxes, preferably aircraft licensing and aircraft sales and use taxes. Understanding of aircraft industry preferred with familiarity of aircraft manufacturers, kit providers and approximate values of aircraft. Ability to gather and manipulate based aircraft and operations data, review and evaluate financial transactions and conduct preliminary assessments of aircraft. Demonstrated ability to assemble, evaluate and report annual data supporting based aircraft in Virginia from documents provided by airport sponsors or operators. Ability to review contracts/lease agreements, understand current FAA documents that reference aircraft certification and determination of airworthiness. Demonstrated ability to work effectively and in a professional, pleasant manner with the general public and coworkers, to communicate effectively in writing and orally as well as the ability to lead the work of support staff or train others. Demonstrated ability to work independently and as a team member along with the ability to respond effectively to changing situations while exercising professional judgment. Ability to effectively market the organization's mission and objectives and foster positive impressions. Considerable travel to visit airports via state vehicles or aircraft throughout the Commonwealth will be required.

PREFERRED: Business related degree with some database development/management coursework or equivalent combination of education and experience. Progressive work experience in reviewing, analyzing and manipulating data and financial transactions which demonstrates the desired knowledge, skills and the ability to perform the duties of the Aircraft Licensing Program Manager. Considerable experience in operating personal computer to include obtaining, managing and transmitting data and information through and by electronic media. Demonstrated ability to use spreadsheet and database programs to compile research and report on aircraft usage, purchases and locations. Considerable experience in effective communications with government entities, business owners/operators and the general public. Possession of a valid automobile operator's license; pilot's license preferred.

MAILING ADDRESS: Department of Human Resource Management
101 N. 14th Street, 12th Floor
Richmond, Va. 23218
Phone: (804) 225-2131 Fax: (804) 371-7401
Apply on-line at www.dhrm.virginia.gov

Equal Opportunity Employer