

MANAGER OF AIRPORTS
CHAUTAUQUA COUNTY DEPARTMENT OF PUBLIC FACILITIES
FULL-TIME @ 40 HOURS/WEEK
SALARY RANGE: \$67,272.00 - \$103,302.00/YEAR + BENEFITS

Chautauqua County Department of Public Facilities is seeking applications for the title of Manager of Airports to work out of the Jamestown, NY Airport. This is a responsible administrative and supervisory position involving responsibility for the operation of the Chautauqua County Airports. Work performed is under the general supervision of the Director of Public Facilities allowing wide leeway for the exercise of independent judgment in the tasks performed. Direct supervision is exercised over the Airports personnel. Does related work and performs related duties as needed or assigned.

Typical Work Activities:

- 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;
- 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 budget 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 with various local airport-oriented organizations;
- Coordinates airport 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 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;
- Promotes the use of the airport;
- Supervises airport employees.

This position is being filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title.

Chautauqua County Offers A Comprehensive Benefits Package Which Includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | - Life Insurance |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |
| - Mileage Reimbursement (when applicable) | |

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and either:

- A. 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
- B. 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
- C. Eight (8) years of responsible supervisory or managerial experience.