

DISTINGUISHING FEATURES OF THE CLASS: This is a highly technical position and subject to general administrative direction, with responsibility for all phases of the business operations, care, maintenance and protection of the municipal airport and buildings thereon. Supervision may be exercised over the subordinate employees. Work is performed under general directions in accordance with the established policies, rules and regulations or statues set forth by the Board of Supervisors.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, develops and enforces standards, methods, and procedures governing the management, business operations, maintenance of the buildings and grounds, and the safety of the airport;

Plans and directs the activities of personnel engaged in the business operations, the operation of service and safety facilities, and the maintenance and protection of the buildings and grounds;

Administers and directs the business management functions of the airport;

Participates in the planning of demonstrations and ceremonies designed to promote public interest in aviation, and cooperates with individuals and organizations, both government and private, in the preparation of arrangements for the execution of such ceremonies;

Maintains liaison with private and public agencies, including other offices of the Civil Aeronautics Administration and the military services, in matters concerning the airport and related aeronautical activities;

Maintains and promotes good relations with operators and the aeronautical public using the airport, the general public with patrons of the airport;

Cooperates in the promotion of public interest in the airport of aeronautics;

Collects fees and rentals, maintains records and prepares periodic reports, determines plane storage, supervises the maintenance of the fields, runways, and buildings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of planes, airport grounds, runways and lights; thorough knowledge of the rules and regulations of the CAA; ability to meet the general public; ability to supervise and to secure the cooperation of employees; ability to understand and negotiate contacts and agreements between both public and private agencies relating to all matters in connection with the airport; alertness; tact; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Business Administration, Engineering, Aviation, or a related field; or
- (B) Four (4) years of experience in Business Administration, Public Administration, Engineering, Aviation, or a related field;

NOTE: In addition to either (A) or (B) above, appointees must have either:

- (A) Four (4) years of experience in airplane servicing and with the handling of aircrafts on the ground or in the hangar; or
- (B) Possession of a pilot's license with over 100 hours of flight credit.

NOTE: Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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