

## Director of Air Services Tompkins County

**Department:** Airport

**Classification:** Competitive

**Labor Grade:** 15

**Approved:** Reclass of vacant slot 07/11/2016

**By:** AG, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in airline or airport operations which shall have been in a supervisory or administrative role; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in airline or airport operations, two years of which shall have been in a supervisory or administrative role; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in airline or airport operations, four years of which shall have been in a supervisory or administrative role; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above **AND**

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **TYPICAL WORK ACTIVITIES:**

- Performs analysis of aviation and economic data for domestic and international air service with a focus on international and cargo carrier opportunities;
- Works with outside community, civic and trade associations in a collaborative approach to benefit air service development;
- Plans, organizes and coordinates various projects, programs and services related to air service development;
- Researches and identifies pending legislative rules, regulations, and policies and coordinates with Airport staff and external stakeholders with regard to implementation;
- Identifies, researches and reports on opportunities to expand international passenger and air cargo services for the Airport;
- Conducts quantitative analysis of international air service market conditions, analysis of passenger and/or cargo volumes, traffic flows, yield analysis, demographic profiles, forecasts (included projected growth in markets, demographic projections, etc.) historic data, and analysis of international cities using a variety of tools and data sources such as Diio, U.S. DOT, T-100, MIDT, Bureau of Transportation Statistics, ARC (Airline Reporting Corporation), CNS, trade data, FAA databases and other data sources;
- Formulates recommendations and prepares reports and correspondence;
- Composes presentations on assigned projects and programs to meet the needs of specific carrier or audience;
- Responsible for conducting airline industry research and analysis;
- Maintain marketing materials directed at the domestic, international and cargo air carriers business contacts;
- Maintains database on airlines, cargo carriers, local & national freight forwarders, handlers and other cargo related industry contacts;
- Interacts with regional stakeholders to obtain data and information for new business partners;
- coordinates data with stakeholders for marketing purposes related to the airport;
- Maintain database on passenger carriers, local & regional business contacts and other passenger related industry contacts;
- Assist with data collection for international passenger and cargo airlines; cargo research includes reight forwarders and related industries;
- Assist in identifying and targeting domestic and international airlines as potential customers through research;
- Provide staff support to committees or other departments, as assigned;
- Assist in developing marketing plans and promotional events that support airlines and individual routes.
- Perform other related tasks as assigned or required.

### **ADDITIONAL RESPONSIBILITIES:**

- Assists in all aspects of airport management, including compliance with Federal, State and local laws, rules and regulations, including certification requirements;
- Assists with direction of airport operations and maintenance work including compilation of statistics, work records and personnel management;
- Implements Best Management Practices and Spill Prevention, Control and Countermeasure (SPCC) plans;
- Gathers input from Operations staff and supervisors to assess maintenance and operational needs of airport;
- Makes hiring and disciplinary recommendations;
- Coordinates Communications Center during aircraft emergencies;
- Oversees airport terminal operations including security and traffic flow;
- Reviews construction documents, drawing, and specifications for all airport capital projects and makes recommendations for changes and improvements;
- Prepares specifications and documents for equipment and services as required for bidding;
- Manages and oversees airport construction and capital improvement projects AS ASSIGNED;
- Researches activities and procedures at other commercial service airports to maintain consistency with industry standards;
- Serves as the interface between Operations and Terminal Staff;
- Provides technical advice to Operations Supervisor and staff;
- Corresponds and confers with other airport officials, professional aviation organizations, Federal Aviation Administration, Transportation Security Administration, Sheriff, FBI, airport engineering consultants, tenants, contractors, vendors, and County departments and officials;
- Prepares presentations and speaks at public forums to promote airport and aviation activities;
- Attends job related training and seminars as approved by the Airport Director;
- May represent Airport Management in airport and aviation related matters.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the domestic and international air cargo and passenger air service industries;
- Thorough knowledge of air cargo and passenger air services operations, practices, and procedures;
- Thorough knowledge of domestic aviation rules and international aviation freedoms of the air;
- Good knowledge of Diiio, U.S. DOT, T-100, MIDT, Bureau of Transportation Statistics, ARC (Airline Reporting Corporation), CNS, trade data and FAA databases;
- Good knowledge of various aircraft performance capabilities;
- Good knowledge of the functions and operations of a small/medium sized hub airport;
- Good knowledge of standard practices in the field of local government;
- Good knowledge of cargo statistics, airline economics, government and airline databases;
- Thorough knowledge and understanding of the National Airspace System (NAS), current airline route development decision making criteria, and Air Traffic Control technology trends and applications;
- Good knowledge of the policies, practices and techniques of general management and administration;
- Good knowledge of airport master planning, airport layout, and land use compatibility;
- Good knowledge of airport construction practices including pavement, marking and signs, lighting, safety areas, public protection, and obstructions;
- Good knowledge of Aircraft Rescue and Fire Fighting;
- Good knowledge of airport snow and ice removal;
- Good knowledge of the principals and practices of aircraft operation and maintenance;
- Good knowledge of air traffic control, airspace, and navigational aids;
- Good knowledge of the principals and practices of business and personnel management;
- Good knowledge of airport/aircraft emergency management;
- Ability to read and understand blueprints and contract documents;
- Ability to plan and supervise the work of others;
- Ability to keep records and prepare detailed reports;
- Ability to communicate effectively both verbal and written;
- Ability to work efficiently with other County departments, contractors, consultants and airport tenants;
- Sound judgement, initiative and resourcefulness;
- Tact and courtesy are required;
- Must be available 24 hours for airport security and operations issues and aircraft emergencies;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The work involves considerable visual effort, so the incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. The employee must be able to speak and communicate sufficiently to share information and obtain stakeholder buy-in. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the mental and physical ability to manipulate software, a computer keyboard and other types of office equipment in order to perform the essential functions of this job.

Computer usage requires considerable precision, manual dexterity, knowledge and skill. An individual's fine motor skills include; adequate hand/eye coordination, and the full use of fingers, hands and arms. The work environment has minimal exposure to disagreeable conditions. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The employee may occasionally be required to work alone. Most work is performed indoors in a temperature controlled environment, however, there can be interactions with operations staff on the runway or surrounding environs. This could result in minimal exposure to excessive heat, cold, humidity, noise, etc. on an occasional basis. However, these environmental factors are not of major significance to this job. The risk of workplace related injury or illness is minimal. The employee may at times be asked to get to off-site locations. If so, the employee must possess a valid New York State drivers license, or otherwise demonstrate the ability to meet the transportation requirements of this job.

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