

Deputy Director of Airport Administration Tompkins County

Department: Airport

Classification: Competitive

Labor Grade: White Collar grade 15

Approved: Position Conversion effective 01/01/2017

By: AG, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with Bachelor's degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**

(b) Graduation from a regionally accredited or New York State registered college with an Associate's degree **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a) and (b) and (c) above.
Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for the safety and security of all phases of air carrier and general aviation airport operations. Internal contacts are with all employees and tenants of the Airport and require professional collaboration on overlapping projects and issues that impact the Airport. External contacts are with other professionals and/or liaisons with other departments and involve administration of security services. The work is performed under the general direction of the Airport Director in accordance with established policies and procedures. The employee enjoys a high level of autonomy and independent judgment when carrying out the work. Decisions involving day-to-day safety and security issues pertaining to Federal Aviation Regulations are made without the guidance of the Airport Director. The employee is also responsible for supervising and coordinating the fiscal and operating functions of the department. The incumbent is responsible for overseeing the day-to-day office management and supervision of nontechnical staff. The position is responsible for program planning, budget formulation, fiscal management, and statistical record keeping/management. Work is performed in accordance with policies and objectives directed and outlined by department head, with considerable leeway allowed for the exercise of independent judgment. The position acts as a liaison with a variety of other departments and agencies. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in all aspects of airport management to comply with Federal, State and local laws, rules and regulations, including certification requirements;
- Serves as designated Airport Security Coordinator, as required by Transportation Security Administration, and is the primary contact for security related activities and communications;
- Responsible for operational training of airline, FBO, and other airport personnel, totaling over 300 individuals, of airport procedures, and airport security and airport driver training per federal regulations;
- Implements Best Management Practices and Spill Prevention, Control and Countermeasure (SPCC) plans;
- Coordinates the Communications Center during aircraft emergencies;
- Manages the Airport's website;
- 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;
- Drafts and maintains an approved Airport Security Program;
- Monitors and enforces federal aviation security procedures, airport rules and regulations, environmental regulations, and safety requirements for more than 300 airport employees;

- Conducts fingerprinting for submission to FBI for criminal history background investigations for airport employees and tenants and reviews, controls and appropriately destroys all confidential information obtained;
- Troubleshoots and repairs the computerized access control system;
- Performs regular systems and operational checks of airport ID/Access Control system;
- Performs ID media and key audits;
- 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;
- Assists with fee collection, rentals, and negotiation of contracts for airport users;
- May represent the Airport Director in airport and aviation related matters;
- Assumes overall responsibility of the airport in the absence of the Airport Director.
- Formulates policies and procedures for the fiscal and general administration of the department under the direction of the Airport Director;
- Assists the Airport Director in developing, administering and assessing policies related to budget, program, personnel, and agency procedures;
- May supervise program components including liaison activities with other departments and agencies, providing information to the general public, and interacting directly with customers, tenants, and airport staff;
- Makes budget studies, prepares the total budget, and prepares material needed for board resolutions and budget adjustments;
- May prepare funding proposals or state aid budgets and reimbursement reports;
- Responsible for physical plant management such as ordering equipment, requesting repairs, and assessing future needs of a department or agency;
- Responsible for interviewing, making recommendations on hiring of nontechnical staff, training, supervision, and performance evaluations of office staff;
- May provide training on office operation, with emphasis on computer-related usage and database maintenance;
- Oversees the preparation of or provides a variety of accounting, statistical, and narrative reports as required;
- Serves as liaison with other county departments regarding personnel transactions, equipment procurement, and budgetary monitoring;
- Serves as support staff to select committees, advisory boards, and councils associated with the work of the agency for specific programs administered by the department in conjunction with other agencies;
- Develops and monitors contracts and service agreements;
- Performs related work necessary for the efficient execution of administrative functions of the agency.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of Federal, State and local rules and regulations applying to airport certification, operations, security, construction and airport management;
- Thorough knowledge of Airport Security Program;
- Good knowledge of the principals and practices of business and personnel management;
- Thorough knowledge of current principles and practices of business administration of various agency programs;
- Thorough knowledge of office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Thorough knowledge of the organization, functions, laws, policies, and regulations of the agency to which assigned;
- Ability to read and understand 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;
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to plan, assign and review the work of others;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Sound judgment, initiative and resourcefulness;
- Tact and courtesy;
- Available 24 hours for airport security and operations issues and aircraft emergencies;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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 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's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Psychological demands are moderate with occasional rush orders or conflicting deadlines. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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