



Employment Opportunity

Airport Manager – Airport Operations

\$62,400 annual salary (Grade M01)

40 hour exempt position with full benefit package - revised

Apply By: Open until filled

Applications will be processed and interviews scheduled as received

GENERAL RESPONSIBILITIES Manages the overall direction, coordination, and evaluation of the Carroll County Regional Airport in accordance with Federal Aviation Administration, Maryland Aviation Administration, Federal, State, and local laws.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Formulate goals, policies, programs, procedures, and work schedules for the Airport
3. Consult legal counsel to ensure policies, procedures, and practices comply with Federal, State, and local laws
4. Develop, administer, and enforce the Airport's policies, procedures, and other documents
5. Prepare and manage operating and capital budgets for Airport Enterprise Fund in a self-supporting capacity by exercising supervisory authority over the fixed base operator(s) (FBO) for maximum operational efficiency
6. Manage and supervise the project planning, design, and construction to support the future needs of the Airport
7. Design, develop, and implement public relations marketing campaign through verbal and print media
8. Develop procedures for use in the event of aircraft accident, fire, or other emergency situations
9. Provide for the safe operation of the Airport with emphasis on compliance with FAA Regulations and Airport Guidelines and Directives
10. Prepare and negotiate contracts/leases with Airport tenants and manage terminal services
11. Collect data, analyze data and compile reports required by management and/or other governmental agencies
12. Address errors and complaints
13. Any employee may be identified as Essential Personnel during emergency situations

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Airport Management, Professional Aeronautics, Public Administration, or related field
2. Five years experience in airport operations and extensive knowledge of FAA regulations
3. Prefer Accredited Airport Executive (AAE) certification by American Association of Airport Executives

A comparable amount of training and experience may be substituted for the minimum qualifications.

CERTIFICATES, LICENSES REGISTRATIONS

1. Valid driver's license
2. Pilot license desirable

A Carroll County Government job application is required for this position

Apply on-line: cggovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 10/4/18
(19-25)

Carroll County is an equal opportunity employer