

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Airport Terminal Manager</b>
<b>Class Code Number</b>	<b>6000</b>
<b>FLSA Designation</b>	<b>Exempt</b>
<b>Pay Grade and Range</b>	<b>32</b>
<b>Effective Date</b>	<b>May 2023</b>

### General Statement of Duties

The Airport Terminal Manager will oversee, plan, and direct all aspects of the airport business, security, and facilities to ensure the safety and efficiency of day-to-day activities of the City and Borough Sitka (CBS) terminal facility in accordance with all applicable laws, rules, regulations, and policies.

### Distinguishing Features of the Class

The principal function of an employee in this class is to oversee, plan, and direct all aspects of the airport business, security, and facilities to ensure the safety and efficiency of day-to-day activities of the City and Borough Sitka (CBS) terminal facility in accordance with all applicable laws, rules, regulations, and policies. The work is performed under the general supervision of the Public Works Director, but extensive leeway is granted for the exercise of independent judgment and discretion in the daily tasks and projects. The primary worksite is the CBS airport terminal building. Administrative functions include developing policies and procedures, managing the Airport Terminal budget, writing grants, developing and managing lease agreements, and monitoring contract performance.

### Examples of Essential Work (Illustrative Only)

- Oversees contractors, ensuring that each is successfully executing its required operational functions, goals, and objectives.
- Works with airline representatives, government officials, and other stakeholders to develop lease agreements, facilities, operating rules, and procedures for the CBS terminal facility.
- Implements, updates, and develops airport policies and procedures. Recommends additions and changes to those policies and procedures as needed.
- Ensures that proper and adequate training is provided on operating rules, safety standards, and emergency procedures for all staff and contractors as appropriate.
- Maintains awareness of current trends, rules, and regulations.
- Collaborates with accounting and other pertinent staff to prepare and monitor budgets and expenditures.
- Negotiates leases and subcontracts facilities for airlines, car rental agencies, restaurants, and other shop owners.
- Reviews inspection reports and creates long-term projections of resources, maintenance, and development needs to ensure continued efficiency in the event of increased travel volume.

- Participates in noise abatement projects and related safety and environmental impact studies.
- Complies with all lease requirements of the State of Alaska lease and ensures all subleases area in compliance with CBS requirements.
- Represents the CBS terminal in interactions with government agencies and community and civic groups.
- Performs other related duties as required.

#### **Required Knowledge, Skills and Abilities**

- Ability to coordinate various departments and staff to ensure efficiency and safety in all areas.
- Ability to organize and prioritize a list of responsibilities so the airport runs safely and efficiently.
- Excellent communication skills.
- Ability to communicate in variety of situations and under pressure.
- Expertise in aviation and business management.
- Ability to develop and implement budgets for a variety of departments.
- Ability to work collaboratively and communicate with staff, employees, stakeholders, and the general public.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in business or a related field required.
- FAA pilot's or A&P rating is highly desirable.
- Project management experience is preferred.
- Experience leading diverse teams of represented and non-represented employees.

#### **Required Special Qualifications**

- At least five years of experience in airport administration or aviation operations required, particularly showing increasing degrees of responsibility, and including some experience with many of the following areas: budget preparation, long-range planning, airport maintenance, property management, supervision, and administration of general operations, public relations, and capital project administration.
- Expertise in aviation operations and business management.

#### **Essential Physical Abilities**

- Ability to navigate all areas of the airport in all types of weather.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe plans, blueprints and related materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to prepare reports in hardcopy and electronic form;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.
- Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer and keyboard

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