AUBURN
Human Resources

Asst Dir, AU Aviation

Job Description

JOB INFORMATION

Job Code	EG01
Job Description Title	Asst Dir, AU Aviation
Pay Grade	TR20
Range Minimum	$95,140
33rd %	$123,680
Range Midpoint	$137,960
67th %	$152,230
Range Maximum	$180,770
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/1/2021

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation

JOB SUMMARY

Reporting to the Executive Director, Auburn University Aviation, this position assists with the overall management and operation of the Auburn University Regional Airport by providing leadership to customer service, aircraft services, including fixed base operations (FBO), and airport grounds.
Directly manages the FBO staff and the airport which encompasses over 100,000 sq. ft., including the terminal building, aircraft hangars, and fuel farm. Responsible for coordinating airport capital projects with the Federal Aviation Administration (FAA), Bureau of Aeronautics, and AU Facilities Division.

RESPONSIBILITIES

- Assists in directing the overall operation of the Auburn University Regional Airport, to include providing leadership and supervision by coordinating efforts with other offices and departments within the university, as well as the Federal Aviation Administration, the Aeronautics Bureau, and the Airport Advisory Board.
- Prepares and administers multimillion-dollar operating and capital project budgets, as provided by the Executive Director, unit managers, and the university's business office.
- Serves as departmental Fixed Asset System custodian ensuring equipment, vehicles, and items are used in compliance with university and state policies and procedures.
- Establishes, evaluates, coordinates, and maintains the overall safety and security plan for the airport by administering airport access control and remaining in compliance with airport, university, state, and federal policy/law. Issues Notice to Airman where required.
- Participates in marketing, public relations, coordination of special events, community outreach, airport and aviation-related conferences, seminars, and educational organizations, including leading the airport's communication efforts through outlets such as social media.
- Provides local oversight of financial program management for federal, state, and local grant projects. Develops, prepares, and submits planning and assessment forms in accordance with university policy.
- Establishes contracts, scope-of-service agreements, and schedules for special event vendors. Oversees logistics and support to ensure events are conducted safely and efficiently, and is the primary point of contact for airport safety plans related to special events and airport construction projects.
- Assists in overseeing the FBO function of the airport, ensuring proper care of aircraft, as well as ensuring airport customers are safely served.
- Assists the Airport Executive Director in collaborating with the Federal Aviation Administration, the Aeronautics Bureau, and the airport's consultant on airport capital planning and development, as well as construction project oversight.

RESPONSIBILITIES

- Initiates, reviews, analyzes, and approves journal and vendor vouchers, personal service contracts, requisitions, surplus property transfers, P-Card reconciliations, and other accounting adjustments to ensure effective management of the unit's operation's budget.
- Responsible for airport and aviation equipment and asset purchases.
- Responsible for actively participating with state and national airport-related organizations, including, but not limited to, the American Association of Airport Executives, Aviation Council of Alabama, Southeast Chapter of the American Association of Airport Executives, and the Alabama Space Authority.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Responsible for actively participating with state and national airport-related organizations, including, but not limited to, the American Association of Airport Executives, Aviation Council of Alabama, Southeast Chapter of the American Association of Airport Executives, and the Alabama Space Authority.	and	5 years of	demonstrated management success in aviation operations and personnel management, including at least two (2) years of direct supervisory responsibility.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Comprehensive knowledge of general airport operations and management, including maintenance, marketing, insurance and risk management, budgeting, contract and grant administration, and finance.	
Comprehensive knowledge of Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations.	
Comprehensive knowledge of project management processes, including bidding and negotiating.	
Comprehensive knowledge of other applicable local, state, and federal regulations that apply to airport operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Within 24 months of hire -- must obtain certification as a Certified Member (C.M.) of the American		Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Association of Airport Executives (AAAE).			
	Accredited Airport Executive (A.A.E.) certification	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.