AUBURN
Human Resources

Exec Dir, Auburn University Regional Airport

Job Description

JOB INFORMATION

Job Code	EG02
Job Description Title	Exec Dir, Auburn University Regional Airport
Pay Grade	TR22
Range Minimum	$126,920
33rd %	$169,230
Range Midpoint	$190,380
67th %	$211,530
Range Maximum	$253,840
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/13/2021

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation

JOB SUMMARY

Responsible for the overall management of the Auburn University Regional Airport, including the fixed based operation. This position oversees all operational aspects of the university-owned airport ranging from safety, maintenance, construction, and aircraft services. The Director is responsible for sustaining the airport as an important economic development tool for the community and all aviation users internal and external.

RESPONSIBILITIES

- Directs the overall operation of the Auburn University Regional Airport to include providing leadership and supervision by coordinating efforts with other offices and departments within and outside of AU, including local, state, and federal agencies.
- Serves as liaison to the local governments and community to promote and receive input on aviation issues, which includes the Airport Advisory Board.
- Develops and implements the overall financial policy of the Airport, including approving all financial decisions affecting Auburn University Aviation by ensuring proper resource utilization, staffing, budgeting, and financial controls.
- Seeks to develop private business operations on the airport by updating the minimum compliance standards as needed and promoting opportunities on the airport while working with other university and local officials.
- Seeks to develop private business operations on the airport by updating the minimum compliance standards as needed and promoting opportunities on the airport while working with other university and local officials.
- Oversees marketing efforts to promote aviation activity at the airport.
- Serves as the principal liaison officer for Auburn University in all aviation matters and serves in a public relations role for aviation matters at the local, state, and federal levels.
- Prepares short-term and long-term plans for the development and expansion of the airport to meet present and future needs of Auburn University and the Auburn/Opelika/Lee County area.
- Reviews applications from prospective lessees and processes appropriate leases for buildings, ground space, and concessions.
- Pursues grants from the Federal Aviation Administration, the state’s Aeronautics Bureau, and other appropriate agencies to support the development needs of the airport.

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	Supervises others with full supervisory responsibility.

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	In Aviation, Airport Management, Management or related field is required.	and	7 years of	experience in aviation/airport work in the public sector, as well as experience in University flight training, marketing, and community relations.	Or
Master's Degree	In Aviation, Airport Management, Management or related field is required.	and	5 years of	experience in aviation/airport work in the public sector, as well as experience in University flight training, marketing, and community relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of airport operations and management including marketing, insurance and risk management, budgeting, contract and grant administration, and finance.	
Knowledge of Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations, as well as Advisory Circulars and the U.S. Army Corps of Engineers wetland/streambed regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certified Member (CM) of the American Association of Airport Executives (AAAE)	Upon Hire	Required	
	Accredited Airport Executive (A.A.E.) by the AAAE		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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.