
Auburn University Job Description

Job Title: **Exec Dir, Auburn University Regional Airport** Grade TR22 \$115,100 - \$230,200

Job Code: **EG02**

FLSA status: Exempt

Job Family: Transportation

Job Function:

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.

Essential Functions

1. 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.
2. Serves as liaison to the local governments and community to promote and receive input on aviation issues, which includes the Airport Advisory Board.
3. 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.
4. 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.
5. 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.
6. Oversees marketing efforts to promote aviation activity at the airport.
7. 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.
8. 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.
9. Reviews applications from prospective lessees and processes appropriate leases for buildings, ground space, and concessions.
10. Pursues grants from the Federal Aviation Administration, the state's Aeronautics Bureau, and other appropriate agencies to support the development needs of the airport.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Bachelor's or Master's degree in Aviation, Airport Management, Management or related field is required. For Bachelor's degree: Minimum requirement of 7 years' experience in aviation/airport work in the public sector, as well as experience in University flight training, marketing, and community relations. OR For Master's degree: Minimum requirement of 5 years' experience in aviation/airport work in the public sector, as well as experience in University flight training, marketing, and community relations.

Experience (yrs.) 7

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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.

Certification or Licensure Requirements

Required: Certified Member (CM) of the American Association of Airport Executives (AAAE)

Desired: Accredited Airport Executive (A.A.E.) by the AAAE

Pre-Employment Screening Requirements

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, talking, hearing, handling objects with hands, and lifting up to 10

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pounds.

Job occasionally requires walking, sitting, reaching, climbing or balancing, and lifting up to 25 pounds.

Date: 4/13/2021
