

COMMISSIONER OF AVIATION

DISTINGUISHING FEATURES OF THE CLASS: This positions involves responsibility for the administration of all County activities and facilities at the Edwin A. Link Field. The Commissioner of Aviation is responsible for the business management, safety and security of the airport. Work is performed under the administrative direction of the County Executive or Deputy County Executive, subject to control by the Federal and State aviation agencies and statutes. Supervision is exercised over the work of all subordinate personnel at the airport. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with the Transportation Committee to keep the County Legislature aware of activities and requirements for the airport;

Works closely with the Airport Advisory Board concerning business and community interests in the airport operation;

Plans, assigns and supervises the work of employees at the airport;

Prepares and conducts surveys of existing conditions and makes recommendations for present and future needs of the airport;

Maintains liaison with Federal, State and local agencies regarding airport policies and programs;

Evaluates facilities for safety in order to assure its safe and efficient operation;

Maintains all necessary records and submits required reports on planning and capital projects, construction reports, and Airport Improvement Programs;

Prepares department budget and approves payroll;

Conducts a public relations program, including speaking to interested groups or organizations;

Plans and develops a five-year airport program;

Plans and coordinates grant applications through FAA and New York State Department of Transportation;

Responsible for effective relationships with concessionaires and airlines;

Coordinates the overall terminal, airfields and parking reconstruction/ expansion programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles, practices and procedures of commercial airport management;

Comprehensive knowledge of the Airport Improvements Program;

Comprehensive knowledge of Federal Aviation Regulations and Advisory Circulars relevant to the operation of an air carrier airport;

Thorough knowledge of airport operations, rules and regulations;
Ability to plan and supervise the work of others;
Ability to establish and maintain effective working relationships;
Ability to collect and organize data into concise written reports;
Good powers of observation, perception and analysis;
Initiative;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:* At least two years experience as a director of an airport operation, or five years experience as assistant director, or equivalent combination of the two, and such other additional qualifications as may be prescribed by the County Legislature.

* In accordance with Article X-A (A1001-A) of the Broome County Administrative Code.

R310 2/3/97

Jurisdictional Classification: Unclassified