

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **AIRPORT DIRECTOR**

Spec No. 1012

### **BASIC FUNCTION**

To plan, coordinate, supervise and manage the operation, maintenance and development of the county aviation facility located at Paine Field.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, organizes, coordinates and manages the operations, maintenance and development of the County Airport in accordance with federal, state and local laws, rules and regulations, and directives of the Airport Commission, and directives of the county executive.
2. Maintains liaison and coordinates Airport operations and development with appropriate federal and state agencies, as required; meets with and represents the Airport before various community groups, tenants, users and other interested parties, as necessary.
3. Supervises and participates in the negotiation of leases, rental and use agreements and concessions contracts with prospective tenants, users, investors, concessionaires and other interested parties; coordinates and participates in the promotion and marketing of airport property, as necessary; develops and recommends rental rates, fees and charges for the use of Airport property, facilities and services, as required.
4. Supervises the maintenance, repair and remodeling of Airport buildings, grounds and other facilities, as necessary.
5. Administers the Airport's comprehensive industrial and commercial development program, as directed; develops and recommends various capital improvement projects, as required; coordinates the preparation of capital improvement plans and bid specifications as necessary; coordinates and participates in the selection of outside consultants and contractors, as required; administers consultant and construction contracts, as required.
6. Supervises and participates in the preparation of the Airports annual budget request; administers the approved annual budget and monitors revenues and expenditures; approves purchase and payments as required.
7. Plans, organizes, supervises and coordinates the work of subordinate supervisors and staff; reviews and evaluates the work of subordinate employees and provides for their training; selects, hires, terminates and disciplines subordinates as necessary.

### **STATEMENT OF OTHER JOB DUTIES**

8. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, or other field directly related to airport management; AND, six (6) years of experience in airport operations and administration including at least three (3) years of supervisory or managerial experience; OR, any equivalent combination of training and /or experience that provides the required knowledge and abilities. Previous airport business experience is preferred. A valid pilot's license is preferred. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Status as an accredited Airport Executive from the American Association of Airport Executive is highly desirable.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles and practices of airport management and operations
- federal, state and local laws, rules and regulations governing airport operations, maintenance and development
- promotional and marketing techniques and methods
- principles and practices of contract negotiations and administration
- principles and practices of financial management including budget preparation and administration
- principles and practices of community and public relations
- cost accounting rate setting methods and techniques
- financing options for funding capital improvement projects
- engineering, construction and long term planning of airport facilities
- environmental requirements and mitigation options

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees
- analyze and evaluate airport operations and maintenance requirements, and take effective action to correct deficiencies and resolve problems
- read, interpret and apply federal, state and local laws governing airport operations, maintenance and development
- analyze and evaluate the economic, social and political impacts and consequences of administrative policies and actions
- allocate and make effective use of available resources
- prepare program plans and budgets

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### KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with public and private officials, other county employees and the general public
- assess the relative advantages and disadvantages of alternative courses of action
- communicate effectively both verbally and in writing
- prepare a variety of correspondence, memoranda, reports, and other written materials
- network effectively with community agencies that influence airport development options

### SUPERVISION

The employee receives administrative direction from the County Executive through the Deputy Executive, and is responsible for the management of the county airport. The employee has broad latitude for independent action within the framework of federal, state and local laws, rules and regulations governing airport operations, maintenance and development, and county policies and procedures. The employee is held accountable for the attainment of program goals and objectives, and the work is evaluated based on results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Airport Manager  
Previous Spec No. 211031  
Revised: April 1992; April 2014  
Revised and Retitled: July 1996  
Revised: March 2016  
EEO Category: 1 - Officials and Administrators  
Pay Grade: 115 - Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous