

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF AVIATION **GRADE:** 23

**TITLE ABBREVIATION:** DIR AVIATION **TITLE NO:** 6856

**JURIS.CL:** NC **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** AIRPORT\_ \_

**NATURE OF THE WORK:** The Director of Aviation has responsibility for providing mandated air transportation services, facilities and operations in support of public and commercial demands and to attract industry, trade and related economic benefits for the County. The Director performs administrative and supervisory duties related to the efficient operation of the Orange County Airport.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class in the non-competitive jurisdictional class of the classified service. The Director has responsibility for the operations and activities of the Division of Aviation in the Department of Public Works. The Director oversees and manages the operation of the Orange County Airport, including the sale of supplies, the rental of space and custodial duties of the facility as provided in Article VIII Section 8.06 of the Charter and Administrative Code. Work is performed under the supervision of the Commissioner of Public Works through required reports and informal meetings and discussions. Supervision is exercised over a small staff of maintenance, operations and clerical personnel.

**TYPICAL DUTIES AND TASKS:**

Implements and directs administrative functions of the Airport:

- prepares annual personnel, operations, maintenance and administrative budget and monitors annual expenditures;
- directs all contractual procedures and special purchases under County guidelines;
- implements and supervises general accounts, monitoring or rates, and collections for services, concessions and leases.

Plans, recommends, develops and controls all programs relating to the Airport's Facility/Service improvements, growth activities and real estate development:

- develops all plans for meeting current and future activity demands through a Master Plan developed for the Airport;

- prepares, coordinates and submits periodic applications for special State and Federal Airport Development Aid Program projects and acts as Project Administrator through final project completion;
- keeps abreast with and implements current Air Transportation guidelines, policies, procedures, regulations in Safety, Security and Services of Airports and related inter-modal systems as appropriate.

Maintains continuous liaison through professional and public relations, with private and public segments up to the National level necessary or favorable to total operations and promotions of the County Airport and Civil Aviation:

- coordinates, meets with and maintains close liaison for activity and development programs with the Federal Aviation Administration, State Department of Transportation, Tri-State Regional Planning Committee and other lead transportation planning agencies/units;
- attends meetings of the New York State Airport Manager's Association, National Airports conference and related transportation and industry conferences;
- responds to queries by public and represents County Programs and arranges special promotion activities at Airport such as Air Meets, Air Shows, Open Houses and related events for aviation/general public.

Implements, monitors and controls all traffic, navigation and support systems for based Aircraft and Aircraft Movements:

- implements and maintains Fire-Crash-Rescue operations, Communications Systems, Traffic Control Patterns, Weather Reporting, Fueling, Operations, Aircraft Handling, Lighting and Aviation Administration and Industry guidelines;
- coordinates and meets with local/state/federal government authorities for zoning protection laws or ordinances for Runway Approach Clear lands and Traffic Patterns into the Airport.

Develops, directs and controls all terminal operations functions:

- prepares or recommends and implements standard and emergency rules and regulations for use of the public, private and restricted access areas of the Airport; monitors and controls same;
- maintains contact and relations with operators, tenants and patrons using the facilities and services of the Airport for promulgation of new and/or improved services and procedures;
- implements and monitors job proficiency training for operations personnel functions and insures continuous qualifications standards; monitors the private operator use and services authorized at the Airport from the General/Aviation.

Develops, directs and controls the County grounds and building maintenance of the Airport.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of airport management; thorough knowledge of applicable laws, rules and regulations governing airports and airport operations; thorough knowledge of public administration principles and practices as applied to operation of an airport; good knowledge of leases and contract requirements; good knowledge of principles and practices of supervision; good knowledge of principles and practices in planning, developing and control programs to improve airport facilities and service; good knowledge of the operation of traffic navigation and support systems for used aircraft and aircraft movements; good knowledge of the operation of an air terminal; good knowledge of maintenance operations at an airport; ability to institute airport improvement programs; ability to manage a County airport; ability to negotiate leases and contracts for use of facilities; ability to present ideas clearly and effectively both orally and in writing; ability to supervise the work of others; tact; initiative; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Aviation Management, Business Administration, or related field and two (2) years of administrative, managerial or supervisory experience in the operation of an airport facility; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Aviation Management, Business Administration, or a related field and three (3) years experience as described in (A) above; OR
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration and five (5) years of experience as described in (A) above; OR
- (D) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as described in (A) above.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license.