

## **DEPUTY COMMISSIONER OF AVIATION FOR OPERATIONS & ADMINISTRATION**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the safe operation and maintenance of the airport and its property. The incumbent assists the Commissioner of Aviation in all administrative, maintenance, and safety operations of the airport and its property. Work is performed under the general supervision of the Commissioner of Aviation. Supervision is exercised over the work of all other department personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Commissioner in administrative activities including correspondence, legislative resolutions, contractual submittals, air service development, negotiation, execution and monitoring of contract agreements, authorization of purchases and overtime, capital and operating budget preparation, grant administrator, airport marketing and promotion, and the execution of administrative documents;

Maintains liaison with the airline, ground transportation, fixed base operator, and other airport tenants and concessionaires regarding safety, environmental, contractual, and other related matters for assurance and compliance;

Manages day-to-day operations of department supervisors and staff;

Monitors Airport Certification Manual, Airport Security Plan, Affirmative Action Compliance Plan and other mandated manuals and plans;

Prepares federal, state and local capital development grant applications, Passenger Facility Charge Applications and monitors projects expenditures;

Reviews airport safety inspection records and conducts airport inspections to determine any unsafe conditions and schedules corrective actions;

Coordinates and directs airport logistics concerning winter operations for the removal of snow;

Oversees the preparation of complex technical specifications of specialty fleet vehicles;

Acts as technical advisor for planning, engineering and construction of airport capital projects in support of consultants and county engineering services;

Reviews project plans and specifications, ensuring compliance with the federal and state grant compliance;

Oversees the maintenance of all airport property, including buildings, runways, taxiways, airfield lighting and vehicle fleet and approves associated repairs;

Prepares maintenance/operations service and material contracts in support of airport day-to-day activities;

Maintains liaison with the Federal Aviation Administration, NYSDOT Aviation Division, OSHA/PESH, EPA, DEC and other governmental agencies having authority or jurisdiction over airport operations;

Undertakes special economic development projects relating to air

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cargo, air passenger service, land compatibility and Airport Master Plan;

May prepare and perform media releases regarding airport issues.

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

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

Thorough knowledge of Federal Aviation Regulations;

Thorough knowledge of the Airport Improvement Program;

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 keep records and make reports;

Ability to communicate effectively both orally and in writing.

**SUGGESTED MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration or aviation/airport management or closely related field and three years of experience in an administrative capacity in commercial airport management.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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