
Auburn University Job Description

Job Title:	Asst Dir, Airport/Aviation Ctr	Job Family:	No Family
Job Code:	EG01	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Assist with the overall management and operation of the Auburn Opelika Robert G. Pitts Airport and Aviation Center by providing leadership and management to fixed base operations.

Essential Functions

1. Assists in directing the overall operation of the Auburn University Auburn-Opelika Robert G. Pitts Airport to include providing leadership and supervision by coordinating efforts with other offices and departments, thus providing input for airport planning issues.
2. Prepares budgets with input provided by the Director, unit managers, and the department business office; conducts financial analysis of fleet usage and management strategies, analyzing leasing options for training aircraft, and engaging in training aircraft fleet management and scheduling.
3. Serves as departmental computer coordinator and Fixed Asset System custodian ensuring computers and equipment are used in compliance with university and state policies and procedures
4. Serves and trains as Captain/crewmember on university aircraft and works with flight instructors to enhance their knowledge and ability to effectively train students.
5. Establishes, evaluates, coordinates, and maintains overall safety and security plan for the airport by administering airport access control and remaining in compliance with airport, university, state, and federal policy/law.
6. Participates in marketing, public relations, coordination of special events, community outreach, airport/aviation related conferences, seminars, and educational organizations.
7. Provides local oversight of financial program management for federal/state/local grant projects and develops, prepares, and submits planning/assessment forms per university policy.
8. Establish contracts, scope of services, and schedules for special event vendors as well as oversee logistics and support to ensure events are conducted safely and efficiently.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Four-year college degree	Degree in Aviation, Airport Management, Management, Business or related field
Experience (yrs.)	5	Experience in aviation operations and management

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 9/1/2014
