Auburn University Job Description

Job Title: Dir, Air Transportation
Job Code: EG03
FLSA status: Exempt
Job Family: No Family
Grade 38: $78,900 - $131,600

Job Summary
Provides overall leadership, guidance, and management to Air Transportation.

Essential Functions
1. Directs the function of the Auburn University Air Transportation Department to include providing leadership and supervision and coordinating efforts with other offices and departments.
2. Schedules, oversees, reviews, coordinates, documents, and approves commercial air charter operators for departments, teams, and personnel chartering air travel.
3. Serves as chief pilot by supervising activities of assigned pilots, including training, proficiency, safety, and all job related activities.
4. Schedules, oversees, reviews, coordinates, and documents scheduled and non-scheduled aircraft maintenance.
5. Prepare department budget to include approving and monitoring all department expenditures to ensure compliance with regulatory and university policy/directives while developing and implementing the overall financial policy of the department.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Aviation, Airport Management, Management, Business or related field</td>
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Experience (yrs.) 7

Experience in aviation management and as a profession pilot including 7500 hours pilot-in-command and 2000 hours in a turbojet aircraft

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of aviation management, and Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 12/15/2011