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## Auburn University Job Description

Job Title: **Asst Dir, AU Aviation**

Job Family: No Family

Job Code: **EG01**

Grade TR20 \$86,200 - \$163,800

FLSA status: Exempt

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### Job Summary

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Reporting to the Executive Director, Auburn University Aviation, this position assists with the overall management and operation of the Auburn University Regional Airport by providing leadership to customer service, aircraft services, including fixed base operations (FBO), and airport grounds. Directly manages the FBO staff and the airport which encompasses over 100,000 sq. ft., including the terminal building, aircraft hangars, and fuel farm. Responsible for coordinating airport capital projects with the Federal Aviation Administration (FAA), Bureau of Aeronautics, and AU Facilities Division.

### Essential Functions

1. Assists in directing the overall operation of the Auburn University Regional Airport, to include providing leadership and supervision by coordinating efforts with other offices and departments within the university, as well as the Federal Aviation Administration, the Aeronautics Bureau, and the Airport Advisory Board.
  2. Prepares and administers multimillion-dollar operating and capital project budgets, as provided by the Executive Director, unit managers, and the university's business office.
  3. Serves as departmental Fixed Asset System custodian ensuring equipment, vehicles, and items are used in compliance with university and state policies and procedures.
  4. Establishes, evaluates, coordinates, and maintains the 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. Issues Notice to Airman where required.
  5. Participates in marketing, public relations, coordination of special events, community outreach, airport and aviation-related conferences, seminars, and educational organizations, including leading the airport's communication efforts through outlets such as social media.
  6. Provides local oversight of financial program management for federal, state, and local grant projects. Develops, prepares, and submits planning and assessment forms in accordance with university policy.
  7. Establishes contracts, scope-of-service agreements, and schedules for special event vendors. Oversees logistics and support to ensure events are conducted safely and efficiently, and is the primary point of contact for airport safety plans related to special events and airport construction projects.
  8. Assists in overseeing the FBO function of the airport, ensuring proper care of aircraft, as well as ensuring airport customers are safely served.
  9. Assists the Airport Executive Director in collaborating with the Federal Aviation Administration, the Aeronautics Bureau, and the airport's consultant on airport capital planning and development, as well as construction project oversight.
  10. Initiates, reviews, analyzes, and approves journal and vendor vouchers, personal service contracts, requisitions, surplus property transfers, P-Card reconciliations, and other accounting adjustments to ensure effective management of the unit's operation's budget.
  11. Responsible for airport and aviation equipment and asset purchases.
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including, but not limited to, the American Association of Airport Executives, Aviation Council of Alabama, Southeast Chapter of the American Association of Airport Executives, and the Alabama Space Authority.

### **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>
<b>Education</b>	Four-year college degree	Degree in Aviation, Airport Management, Management, Business or related field
<b>Experience (yrs.)</b>	5	Minimum of (5) years demonstrated management success in aviation operations and personnel management, including at least two (2) years of direct supervisory responsibility.

#### 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

- Comprehensive knowledge of general airport operations and management, including maintenance, marketing, insurance and risk management, budgeting, contract and grant administration, and finance.
- Comprehensive knowledge of Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations.
- Comprehensive knowledge of project management processes, including bidding and negotiating.
- Comprehensive knowledge of other applicable local, state, and federal regulations that apply to airport operations.

#### Certification or Licensure Requirements

Required: Within 24 months of hire -- must obtain certification as a Certified Member (C.M.) of the American Association of Airport Executives (AAAE).

Desired: Accredited Airport Executive (A.A.E.) certification.

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### 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: 10/1/2021

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