
Auburn University Job Description

Job Title:	Exec Dir, Auburn University Aviation	Job Family:	Transportation
Job Code:	EG02	Grade 41:	\$120,200 - \$200,300
FLSA status:	Exempt		

Job Summary

Responsible for the overall management of Auburn University Aviation, which includes the Auburn University Regional Airport, including the fixed based operation, and the Auburn University Aviation Center. This position oversees all operational aspects of the university-owned airport and the flight operations of the Aviation Center in support of the Department of Aviation. The Director is responsible for sustaining the airport as an important economic development tool for the community and for ensuring the flight lab requirements of the Department of Aviation are appropriately provided.

Essential Functions

1. Directs the overall operation of the Auburn University Regional Airport and the Auburn University Aviation Center to include providing leadership and supervision by coordinating efforts with other offices and departments within and outside of AU, including local, state, and federal agencies.
2. Oversees the operations of the Fixed Based Operation, including, but not limited to, flight line services and customer service functions, for internal and external constituents.
3. Develops and implements the overall financial policy of the Airport and Aviation Center, including approving all financial decisions affecting Auburn University Aviation by ensuring proper resource utilization, staffing, budgeting, and financial controls.
4. Seeks to develop private business operations on the airport by updating the minimum compliance standards as needed and promoting opportunities on the airport while working with other university and local officials.
5. Oversees activities of the Aviation Center's flight operations in support of the Department of Aviation, to include planning and implementing marketing activities and developing a vision and strategic plan for the aviation degree programs.
6. Coordinates and works with the Department of Aviation to promote and market the degree programs in the best interest of the university, college, and department as well as support outreach initiatives.
7. Serves as the principal liaison officer for Auburn University in all aviation matters and serves in a public relations role for aviation matters at the local, state, and federal levels.
8. Oversees the coordination of aircraft related services for the Aviation Center's flight training fleet, including aircraft maintenance, to ensure the aircraft are available for the degree seeking students.
9. Prepares short-term and long-term plans for the development and expansion of the airport to meet present and future needs of Auburn University and the Auburn/Opelika/Lee County area.
10. Reviews applications from prospective lessees and processes appropriate leases for buildings, ground space, and concessions.
11. Pursues grants from the Federal Aviation Administration, the state's Aeronautics Bureau, and other appropriate agencies to support the development needs of the airport and the Aviation Center.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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

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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

Education	Minimum	Focus of Education/Experience
	Four-year college degree	Bachelor's or Master's degree in Aviation, Airport Management, Management or related field is required. For Bachelor's degree: Minimum requirement of 7 years' experience in aviation/airport work in the public sector, as well as experience in University flight training, marketing, and community relations. OR For Master's degree: Minimum requirement of 5 years' experience in aviation/airport work in the public sector, as well as experience in University flight training, marketing, and community relations.

Experience (yrs.) 7

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, as well as Advisory Circulars and the U.S. Army Corps of Engineers wetland/streambed regulations.

Certification or Licensure Requirements

Required: Certified Member (CM) of the American Association of Airport Executives (AAAE)

Desired: Accredited Airport Executive (A.A.E.) by the AAAE

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires standing, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires walking, sitting, reaching, climbing or balancing, and lifting up to 25 pounds.

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Date: 4/13/2021

