

The Maryland-National Capital Park and Planning Commission

TITLE: Airport Assistant Manager GRADE: 24 DATE: 11/13/17
SERIES: Park Activities CODE: 2407 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, assists the Airport Manager in the management of the College Park Airport as a fully functioning airport facility and historic site. In accordance with Federal, State and local rules and regulations, provides a variety of aviation services & regulatory knowledge to all locally based aircraft, plus transient aircraft. Serves as the airport liaison with other aviation agencies including Federal Aviation Administration (FAA), Maryland Aviation Administration (MAA), Transportation Security Administration (TSA), civic organizations, and local authorities. Assists the Airport Manager with complex administrative, operational, and technical responsibilities including the supervision of the airport staff. Responsible for assisting in the achievement of certain unit or organizational goals as well as negotiating or directing others to comply with rules and regulations. Interacts with people inside and outside the organization including advising airport customers, meeting with citizens, community groups, and business groups. Serves as back up in Manager's absence. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed, and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (\pm 75%) – Specific functions/percentages vary by position
 - Airport Security Practices. Assists the Airport Manager with the safe and efficient operation of the College Park Airport and related airspace. Advises pilots on navigational aids, air space restrictions and radio frequencies in the Washington, DC area. Advises pilots of Airport rules and regulations. Informs pilots about Federal and State aviation regulations. Notifies Federal Aviation Administration regarding operational status of Airport with a Notice to Airmen (NOTAM). Conducts inspections of facility. Notifies Airport Manager or may directly notify federal authorities about suspicious activities. Works with National Transportation Safety Board (NTSB), FAA, Maryland Aviation Administration (MAA), park and county police, and medical, fire and rescue squads during emergency and non-emergency situations. Inspects airport grounds and buildings for compliance with contracts, FAA regulations and safety precautions.
 - Supervision. Assists in the selection, training, and evaluation of assigned airport staff, including supervision of event planning staff. Identifies/develops instruction and provides training. Assigns work activities. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Recommends personnel

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actions (i.e., recruitment, selection, promotion, transfer and discipline). Keeps staff informed of Commission personnel and management policies and procedures.

- Facility Operations. Participates in the development and administration of the annual budget request; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments. Participates in the monitoring of contractors, vendors, and other professionals when needed for airport improvements, maintenance and repairs. Negotiates space rentals. Participates in setting standards, rules and regulations.
- Administration. Tracks & reviews daily airfield logs; incident and accident reports. Conducts investigations as required. Plans and organizes projects, meetings and airport related events and activities. Prepare reports (i.e., administrative, financial, and other necessary correspondence). Assists Manager in maintaining airport records which include (but not limited to): contracts, leases, inspections, maintenance, permits, and investigations. Provides marketing assistance with event planning and flight simulator rental.
- Technical. Monitors communication systems, utility systems and other services to ensure safe operation of Airport. Maintains and keeps website for Airport current and up-to-date.

2. Other (\pm 25%)

- Acts in the absence of Airport Manager.
- Conducts various organizational and operational studies.
- Participates externally. Meets with citizens, community groups, and business groups. May meet with Planning Board, County Council, and other government and aviation-related agencies to identify needs, plan programs, present reports and answer questions about the Airport. Investigates and responds to complaints, responds to public inquires or requests of information.
- Serves as the airport liaison with other aviation agencies (FAA, MAA, TSA), civic organizations, and local authorities.

Important Worker Characteristics:

- A. Knowledge of: (1) Business Administration; (2) Federal, State, and local laws; codes and regulations including Federal Aviation Regulations (FAR) that relate to general aviation protocols; (3) airport operations; (4) College Park Airport rules and operations; (5) Commission organization regulations, policies and procedures; (6) Principles of supervision,

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training and performance evaluation; (7) weather information and NOTAM terminology; and (8) Safety precautions, fire control, first aid and rescue techniques.

- B. Skill in the administration of leases, inspections, permits, investigations, contracts, and financial reports.
- C. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- D. Ability to (1) assist in the management of a General Aviation airport; (2) analyze situations calmly using good judgement and take effective action; and, (3) interpret and apply federal, state and local policies, laws and regulations.
- E. Skill in using computer, modern office suite software (such as MS Office), airport systems & devices.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Business Administration, Aviation Management, Airport Management or related field.
2. Two years of comparable experience (airport management experience preferred).
3. An equivalent combination of education and experience may be submitted, which together total 6 years.
4. A valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Valid pilot's license.

Working Conditions:

Works in an office environment. Operates an airport that is open seven days per week. May be on-call 24 hours. Considerable pressure to provide safe operations and maintain harmonious community relations.