



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Deputy Airport Director

LOCATION: Airport

SALARY: \$72,133 - \$80,149/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

February 2021

POSITION TITLE: Deputy Airport Director

DEPARTMENT: Airport

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Provides administrative oversight of operation, maintenance, marketing, business development, and project management for Wittman Regional Airport, a 1,450-acre general aviation airport with a large and diversified general aviation tenant base, as well as a number of commercial tenants.

ESSENTIAL FUNCTIONS:

1. Ensures compliance with all federal, state, and Winnebago County rules, policies, and regulations regarding airport operations, including Federal Aviation Administration (FAA) Orders, FAA Advisory Circulars, any other regulations as required by non-FAA agencies, Winnebago County ordinances, Airport Minimum Standards for Commercial Operation, and Airport Rules and Regulations.

2. Provides airport financial management including assistance in preparing the annual budget; budget compliance; development of alternative revenue sources, both aeronautical and non-aeronautical; development of cost-saving measures, oversight of accounts receivable; and lease and contract negotiations.
3. Serves as the project manager for ongoing and future capital improvement projects on the Airport. Projects may include building and hangar construction and airfield pavement construction and reconstruction.

ADDITIONAL ESSENTIAL DUTIES:

1. Acts in place of the Airport Director when the Airport Director is unavailable.
2. Provides assistance in airport planning and development, including strategic infrastructure development and airport master planning, land use and zoning coordination, and compliance with federal, state, and local governmental regulations.
3. Assists in airport public relations, including presentations and other communications to Federal, State, and local government leaders and groups, other local government officials, and civic and community groups.
4. Directs airport marketing programs, and coordinates with outside economic development agencies to retain existing tenants and attract new business opportunities.
5. Monitors and ensures compliance of obligations under leases and other agreements involving the airport.
6. Maintains current knowledge of federal and state rules and policies, as well as industry technical knowledge.
7. Maintains a working relationship with engineering team for airport improvement projects and events.
8. Assists in development of tasks for staff, supervision of quality and quantity of work, and disciplinary actions.
9. Responsible for oversight of general airport maintenance, including grounds and buildings.
10. Establishes working relationship with airport tenants and operations functions, including coordination with the air traffic control tower, airport fire department, Winnebago County Sheriff's Office, and Oshkosh Police Department.
11. Performs airfield winter condition monitoring including assessment of field conditions and issuance of Notices to Airmen (NOTAMs) as needed.
12. Performs snow removal activities including operation of snow plows, brooms, blowers and other equipment as needed.
13. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to the Airport Director
2. Supervises Airport Maintenance & Operations Manager
3. Provides guidance and direction to airport staff, and supervises staff when the Airport Director or the Maintenance and Operations Manager is not available.
4. Works closely with other staff, airport users, federal, state and local agencies, contractors, and community groups.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's or advanced degree in aviation management, business administration, public administration or related field.

2. A minimum of five years direct experience in the management of an airport, or as the director of one or more major airport management functions.
3. American Association of Airport Executives (AAAE), Accredited Airport Executive (AAE), or ability to achieve this status within five years of hire; or Certified Member (CM) or ability to achieve this status within two years of hire.
4. American Association of Airport Executives (AAAE) – ACE OPS Certification is desirable.
5. Possession of an active pilot certificate desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Extensive knowledge of federal, state, and local regulations governing airports, security, and land use.
2. Extensive knowledge of contract formulation and negotiation processes, facilities planning and design, and goods and services procurement.
3. Knowledge of sound business practices, cost analysis methods, facilities management, and employee supervision.
4. Ability to deal knowledgeably with federal, state, and local officials, tenants, and the public.
5. Ability to interpret financial statements, and to prepare and present budgets.
6. Knowledge of research methods and ability to write technical memorandums.
7. Ability to demonstrate high standards of personal ethics.
8. Computer skills including familiarity with Microsoft Office applications.
9. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a fast-paced office setting and to multitask.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to operate heavy equipment, including snowplows and other snow removal equipment as needed.