

BIG HORN COUNTY AIRPORT MANAGER

A. INTENT

The County intends to hire an individual to fill the position of Airport Manager. The individual selected will manage the County Airports. All questions regarding this position shall be directed to Jerry Ewen, Chairman, Big Horn County Commission, or Wendy Thulander, Big Horn County Commission Executive Secretary, at 568-2357. The effective date of hire will be opened until filled.

The following criteria and the other requirements herein are intended to be non-restrictive for the purpose of obtaining the participation of fully qualified professionals. The successful applicant will become an employee of Big Horn County, Wyoming. There will be no official appointment to this position until formal approval has been made by resolution of the County Commission.

The Big Horn County Commission shall be the sole judge concerning the merits of the applicant selected to fill this position. The County, acting through the Commission, reserves the right to reject any and all candidates without further explanation. The Commission shall be the sole judge of the benefits to the County represented by candidates responding to this request for application. The County Commission and others identified by the Commission to assist the process will independently evaluate each applicant and selection will be made upon the following criteria:

- A. Knowledge of the subjects described in the general statements of duties described in part B;
- B. Knowledge of and willingness to perform duties and responsibilities described in part C and D;
- C. Qualifications outlined in acceptable experience and training described in part E;
- D. Willingness to accommodate meetings of elected officials, other county boards, or appointed officials.
- E. Longevity in the field of airport management or related fields.
- F. Other factors determined to be in the best interest of the County.

B. General Statement of Duties

The principal function of the Big Horn County Airport Manager is to manage both the North Big Horn County Airport and the South Big Horn County Airport under the direct supervision of the County Commission. The Airport Manager will provide leadership for all airport related activities and will foster positive relationships with airport users, tenants, airport businesses, employees, residents, government agencies, and others who have dealings with the airport. This position will supervise, manage, plan, organize, promote, and perform the operations, maintenance, development, and administrative activities of County Airports and will perform related work as required. The work to be performed includes the administration of the airport in promoting, encouraging, and assisting in aviation related development activities in and around the airport, to include the proposed Aviation Fire Fighting Museum. The Airport Manager will assist in the administration of all capital improvement projects; will oversee maintenance operations on airport facilities; and will coordinate maintenance and other operations with tenants to ensure that airport work is completed with the least amount of disruption to businesses. This position is to provide effective professional leadership which will position the County to meet the community's current and future Airport needs. Supervision is to be exercised over the work of all airport employees, both in the office and in the field. The Airport Manager will have or be willing to gain a thorough working knowledge of Federal, State, and County regulations and will work to insure compliance with those regulations, with special emphasis to be placed on safety and security. Considerable latitude will be granted to this position for the exercise of independent judgment and initiative.

C. DUTIES AND RESPONSIBILITIES:

1. Conduct routine safety, security, and operational inspections of Airport grounds, roads, fences, facilities, signage, navigational aids and fuel systems and will note safety hazards and other problems; will initiate corrective maintenance and repair action and follow up as appropriate.
2. Monitor and enforce Airport Rules and Regulations and tenant lease agreements to assure currency and compliance to lease agreements and County, State, and Federal laws and statutes related to airport operations.
3. Communicate with County Commissioners, State Aeronautical Board, the FAA, airport tenants, contracted engineering firms, and other County contracted agencies regarding airport maintenance, operations, safety, security, utilities, ordinances, future development, and public relations.
4. Formulate procedures to be used in the event of aircraft accidents, fires, or other emergencies.
5. Schedule, supervise and inspect the work of keeping runways, taxiways, and ramp areas clear of debris or obstructions which may affect the safety of aircraft operations, to include snow removal operations and storm water drainage systems.
6. Schedule and supervise routine grounds keeping activities to include mowing, edging, weeding watering, and rodent control.
7. For fuel services owned and operated by the County, will ensure that the fuel farm is maintained in good working order, and will maintain required records on fuel dispensing system and fuel quality assurances, credit card systems, and filters. Will monitor the inventory, quality, and condition of fuel, keep records of fuel flowage, order fuel when needed and, when necessary due to market fluctuations, re-calculate the price per gallon to be charged for fuel and update fuel signage and advertising as appropriate. Will prepare and submit monthly fuel flowage report, including beginning and ending inventories, to Commissioners and will ensure that fuel services are available without interruption.
8. Will participate in planning for future airport development, capital improvement programs, and airport master plan updates.
9. Will attend regular Commission meetings to report on status of airport systems, operations, and progress on current projects and to make requests for assistance in solving issues.
10. The Airport Manager will monitor construction and maintenance projects and act as a liaison with engineers, contractors, state and federal regulators, and other personnel involved in the projects.
11. Will assist County Commissioners, County Clerk, and Grants Administration in developing, implementing, and monitoring the annual budgets for both airports. Will prepare and present a monthly finance and budget report to the Commission. Will present monthly airport bills to the County Clerk for payment and will ensure proper coding for airport budget line items.
12. Will plan, develop, and implement marketing strategies that will capitalize on recent Airport improvements. Airport Manager shall actively seek to promote business park opportunities and growth at the airport.
13. Will perform other duties as assigned by the County Commission.

D. Additional Knowledge, Skills and Abilities

1. Aviation management, including development and implementation of safety programs, involving every aspect of Airport operations.
2. Airport operations, maintenance and security.
3. Methods, procedures, and objectives of lease and contract negotiation and management.

4. Methods and procedures of bookkeeping, accounting, and computer skills appropriate to basic office management.
5. Emergency response procedures related to aircraft accidents and procedures for notification of regulating authorities.
6. Radio communication procedures and techniques.
7. Operate a personal computer using program applications appropriate to assigned duties.
8. Operate hand tools and power equipment; operate equipment required to maintain airport operations, including snow removal and heavy equipment.
9. Comply with OSHA requirements in the maintenance of the airport.
10. Communicate effectively with the public and other employees, both orally and in writing.

E. Acceptable Experience and Training

1. Bachelor's degree in airport management, business, public administration, or a related field; and five (5) or more years aviation management experience desired; or,
2. Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
3. Applicants with certification as an Airport Manager or a pilot's license will be given extra consideration.

F. Additional Terms

1. Position will include full employee benefits, including vacation, sick leave, and employee health insurance. Full explanation of benefits are available from the Big Horn County Clerk.
2. Position will be salary, terms commensurate with qualifications.
3. Salary range to be determined based on qualification and experience
4. Successful applicant will be a resident of Big Horn County or be willing to move to Big Horn County within a time to be mutually agreed upon.

Airport Manager Position to remain open until filled, advertising to begin on December 29, 2011. The Big Horn County Commission will conduct interviews with selected candidates.