

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 595

AIR PARK MANAGER

GENERAL

Administrative work in directing the operations of the Air Park as a primary responsibility with additional technical and supervisory duties in the park security program and in automated parking meters. Work is performed under general direction of the Public Works Director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Maintains liaison between Federal Aviation Administration; state, county and city officials; fixed base operators and users of the facilities; and the public in regards to the overall operations and security of the Air Park.
- Supervises a staff involved with the administrative aspects and the facility and grounds maintenance of the Air Park.
- Develops plans and prepares reports concerning facility usage and improvements.
- Prepares and administers the fiscal budget for the Air Park
- Administers contracts and leases with tenants.
- Receives and investigates complaints and/or suggestions to assure compliance with Federal and Air Park regulations.
- Mediates disputes between tenants, users and others concerned with park operations.
- Participates in the development and administration of policies and procedures for the security of city facilities and grounds.
- Participates in the development of policies and procedures for the maintenance, repair and collections of all automated parking meters, including the training of personnel.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Federal and local regulations and the administrative procedures involved in Air Park operations.
- Knowledge of state laws and local ordinances and rules regarding facility security. Knowledge of lease contracts and aircraft operations.
- Some knowledge of fiscal management and record keeping.
- Ability to train and supervise.
- Ability to develop procedures and to prepare detailed reports and construction plans.

- Ability to maintain good relations with a wide range of public contacts.
- Ability to communicate with government agencies such as Florida Department of Transportation and the Federal Aviation Administration regarding complex issue Ability to deal with irate residents regarding noise complaints.
- Skill in negotiating tenant contracts, mediating disputes and assuring compliance with Federal and local regulations.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation

MINIMUM QUALIFICATIONS

Two year college degree in airport management. Considerable experience in the operation and maintenance of an airport and in grounds and facility maintenance. Some experience in administrative work involving enterprise operations. and in the negotiation and administration of contracts and leases.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to walk over rough unimproved terrain to inspect air park facilities.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 7/05

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.