

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Airport and Transit Director
Department: Airport and Transit Operations
Revised : January 2020

Class : Official/Administrator
FLSA : Exempt

This job description supersedes any prior description for the Airport and Transit Director classification.

GENERAL DESCRIPTION

Complex professional, administrative, and regulatory work directing the operations of the regional Airport and Rowan Transit. The employee assigned to this class exercises independent judgment and initiative based upon regulatory compliance with Federal, State, and Local laws and procedures. Work is performed under the general supervision of the County Manager.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provides supervision, direction, and technical advice to Airport staff and the Rowan Transit Staff.

Interviews and hires Airport and Rowan Transit staff.

Plans, supervises, and monitors the work of subordinates; evaluates job performance and completes performance appraisals.

Implements Airport and Rowan Transit policies and procedures.

Develops and delivers training for Airport and Transit personnel on regulatory compliance with Federal, State, and Local laws and procedures.

Negotiates for contract transportation services; develops and evaluates potential and existing transportation services and plans routes for new expanded transportation services.

Prepares annual grant applications and operating plans.

Prepares the annual departmental budget for the Airport and Rowan Transit; monitors and controls approved budgetary expenditures.

Coordinates emergency activities and implements emergency plans; acts as liaison with Federal and State agencies during emergency operations.

Directs the daily operations and coordinates security, law enforcement, fire protection, risk management, and public safety concerns.

Investigates and analyzes problem areas and provides corrective recommendations.

Coordinates between the Airport and Rowan Transit with firms contracted for construction, repair, or service projects; supervises compliance of contractors and tenants with OSHA, environmental and safety requirements while operating on Airport and Rowan Transit property.

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Develops public relations strategies; receives and mediates to conclusion citizen complaints about the Airport, and
Transit in the absence of the Transit Operations Manager.

Represents the County in a variety of neighborhood meetings and public organizations.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the Airport and Aviation operations, principles, and practices relating to risk management, security, safety, and fire protection.

Thorough knowledge of grant administration and budget administration.

Comprehensive knowledge of regulatory management.

Thorough knowledge of the methods and practices employed in directing and supervising service task personnel and operations.

Ability to plan, develop, and conduct training programs.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with County officials, supervisors, employees, and the general public.

Ability to conduct detailed analytical evaluations and studies as they relate to federal regulations.

Ability to prepare reports and recommendations.

Ability to write, review, and administer contracts for Airport and Transit construction, repairs, and services.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

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MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university with major course work in Personnel Management, Public Safety, Public Administration, Business Administration, Aviation, Transportation, or related field and four years of professional experience in budget administration, grant administration, operations and regulatory training and supervision; or an equivalent combination of education and experience; A valid driver's license is required. Preferred qualifications: Master's Degree in Personnel Management, Public Safety, Public Administration, Business Administration, Aviation, or related field and knowledge and actual experience in aviation management, transit operations, maintenance, and/or FAA regulations.

**This job description does not create an employment contract,
implied or otherwise.**