

MANAGER-AIRPORTS

Location: Millville Airport, Millville, NJ

**\$78,900 to \$95,000 (commensurate with skills)
(Grade I)**

Opening Date: January 10, 2023

Closing Date: February 10, 2023

I. POSITION SUMMARY

This position directs the operational activities of the airport in accordance with Authority policies, rules and regulations, local, state, and federal regulations, and supervises airport operations staff in support of a 24-hour airport operation.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the operations and security for the Authority's New Jersey Airports and ensures they are maintained and operated within required standards
- Develops and updates airport operating manuals to include the Airport Specification Manuals
- Acts as primary point of contact for all airport tenants and customers and actively works to foster community relationships and demonstrate the value of the airport as a public and community asset
- Implements airport rules and procedures and participates in the development and administration of policies, procedures, programs, goals, and objectives
- Coordinates special programs and events relating to airport operations
- Supervises personnel and sets performance standards and goals to safely maintain the operation
- Develops and manages the department operating budget within scope, ensuring cost efficiencies; follows Authority purchasing procedures. Works with senior leadership in the development of the capital budgets
- Interfaces with regulatory and government agencies, vendors, contractors, and customers on matters related to the operation of the airport
- Develops and implements electronic systems to maintain records required to operate the airport
- Responsible for compliance with Authority and regulatory training for all airport employees and stakeholders
- Participates in the development, implementation, and maintenance of airport policies, objectives and short and long-term planning; develops and implements projects and programs to assist in accomplishment of those goals
- Participates in environmental, health and safety planning, and ensures compliance with Authority policies and regulations
- Ensures department staff maintain the highest level of customer service and professionalism to internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles and airport operating practices and procedures and proven success in managing a diverse work force
- Detailed knowledge of relevant local, state, and federal regulations, and Authority protocols and procedures that impact airports
- Knowledge of business and financial practices related to airports
- Ability to set clear expectations and performance standards for employees; ability to hold individuals accountable for performance
- Ability to supervise, develop, motivate, and train staff by effectively communicating, organizing,

prioritizing, and scheduling work assignments in a complex operating environment

- Ability to identify, develop, and implement strategic and tactical plans and solutions
- Ability to establish and maintain effective working relationships within various levels of the organization as well as internal and external stakeholders such as contractors
- Ability to read, understand, follow, and enforce policies and procedures
- Effective oral and written communication skills
- Proficiency with computer hardware and software, including, but not limited to Microsoft Word, Excel, and Outlook
- Ability to provide a high level of customer service by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree in aviation, transportation, or related field preferred
- Three (3) years of experience (non-internship or volunteer) in supervisory roles in the operation of an airport, five (5) years preferred
- Solid working knowledge of all applicable federal, state, and local regulations relating to airport operations

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Must possess a valid driver’s license
- Must have or be able to obtain AAAE Certified Member (CM) within two (2) years of hire
- A Pilot Airmen’s Certificate preferred

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Must be able to pass a 10-year Criminal History Records Check (CHRC) and TSA Security Threat Assessment (STA) to obtain airport SIDA privileges, if applicable
- Applicants must be willing and available for duty at such hours, day or night as may be required in order to maintain continuous operation of the airport

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If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.