

## **MANAGER-AIRPORTS**

**Location: Wilmington Airport, New Castle, DE**

**\$95,700 to \$117,200 (commensurate with skills)  
(Grade 110)**

**Opening Date: March 14, 2025**

**Closing Date: April 14, 2025**

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### **I. POSITION SUMMARY**

This position is responsible for managing the landside and airside operational activities of the Wilmington Airport in accordance with Authority and governmental regulations. Has direct oversight of the Airport Operations department in support of a 24-hour/7 day a week operation at a non-hub commercial service airport.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages operations and security programs for the Wilmington Airport and ensures the airport is operated within the requirements of 14 CFR Part 139 and 49 CFR Part 1542
- Serves as the Airport Security Coordinator (ASC) and performs duties as required under CFR Part 1542 and the Airport Security Plan (ASP)
- Develops and revises airport operating manuals to include the Airport Certification Manual (ACM) and Airport Security Plan (ASP)
- Serves as the primary contact for all airport tenant and customers and works to demonstrate the value of the airport as a public and community asset
- Enforces airport rules and procedures, and participates in the development of policies, procedures, programs, goals and objectives
- Coordinates special programs and events relating to airport operations
- Conducts employee performance reviews and develops performance standards and goals as defined by the Authority
- Develops and manages the department's annual operating budget and follows Authority purchasing procedures. Makes recommendations during development of the airport's capital budget
- Develops and maintains working relationships with internal and external stakeholders for the safe and efficient operation of the airport, including other Authority departments that provide services to the airport
- Develops and implements electronic record-keeping systems to maintain records required to operate the airport
- Participates in the development, implementation, and maintenance of airport policies and objective; including, short and long-term planning
- Oversight of terminal and landside operations including the paid parking system and airline operations policies
- Provides highest level of customer service and professionalism

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of management principles and airport operating practices and procedures
- Solid working knowledge of applicable governmental regulations relating to airport operations, with an emphasis on 14 CFR Part 139 and 49 CFR Part 1542
- Knowledge of business and financial practices related to airports
- Ability to set clear expectations and performance standards for employees

- Ability to supervise, develop, motivate, and train staff by effectively communicating, organizing, prioritizing, and scheduling work assignments in a complex operating environment
- Effective oral and written communication skills
- Proficiency with computer software; including but not limited to Microsoft Office products and web-based airport solutions.
- Ability to provide a high level of customer service to everyone by responding in a courteous and efficient manner

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- Associate's degree or related equivalent experience in airport or airfield operations management roles with increasing levels of responsibility
- Bachelor's degree in aviation, transportation, or related field preferred
- Three (3) years of supervisory experience in the operation of a certificated airport, five (5) years preferred

**V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Must possess a valid driver's license
- Must be able to obtain airfield driving privileges within 90 days of hire
- AAEA Certified Member (CM) preferred
- An FAA Airmen's Certificate preferred

**VI. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation and pre-employment physical including drug testing
- 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
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay
- 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](http://www.drba.net). In addition to the online application, please attach a current resume.**

**The Delaware River and Bay Authority is an Equal Opportunity Employer**