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ASSISTANT DIRECTOR of AIRPORT OPERATIONS

Location: New Castle, DE

\$113,400 to \$141,800 annualized (Grade 112)
(Salary commensurate with experience and skills)

Opening Date: October 23, 2025

Closing Date: November 23, 2025

I. POSITION SUMMARY

This position acts as the independent leader of the operations for Authority owned or operated airport facilities. The incumbent is directly responsible for the day-to-day management of several Airport Department units as assigned by the Director of Airport Operations. This position will assist the Director with short- and long-term planning, execution of all preventative and reactive airport activities, and is responsible for the safe and efficient management of multiple concurrent complex projects. This position assists the Director with strategic and tactical planning of maintenance for all Authority airport facilities including, runways, equipment, buildings, and customer tenant facilities such as hangars. This position prepares and/or administers directives, memorandums, contracts, and business analyses and is responsible for the preparation and administration of operating and capital budgets upon direction by the Director. This position reports directly to the Director and also acts on behalf of the Director, by providing direction to the entire Airport Department, in his/her absence and in times of emergency when assigned.

Multi-Site Responsibility

This position has the responsibility to act as the principal Authority manager for the operations of multiple operation sites. These positions have ongoing day-to-day oversight of all airport operations at the assigned sites. These positions operate autonomously with no direct managerial support from superiors on-site. These positions have the responsibility to ensure that all airport operations at the assigned sites are delivered in accordance with all regulatory and statutory requirements. Considering the nature of the Authority's core operations, these regulatory and statutory requirements are typically quite onerous and stringent (e.g., FAA).

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and implements projects and programs to assist in accomplishment of established goals
- Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning
- Prepares, analyzes and manages department operating and capital budgets
- Provides in-depth review, analysis, and recommendations of critical and/or complex capital programs as assigned

- Provides management, organizational, and fiscal analysis and impact of projects as assigned
- Manages employees and coordinates work allocation, level of effort, schedules, training, and problem resolution
- Evaluates employee performance and motivates employees to achieve peak productivity and performance
- Assists other Authority departments in developing annual and monthly preventative maintenance plans for airport facilities;
- Interfaces with regulatory and government agencies, vendors, contractors, and customers on matters related to the operation of airport facilities.
- Develops and implements systems to maintain records on in relation to regulatory requirements.
- Develops and executes employee development (mandated and career) for all maintenance employees and ensures compliance with established policies, procedures, and regulations
- Participates in environmental planning and compliance with policies and regulations
- Approves and executes contracts within Authority guidelines
- Provides the highest level of customer service and professionalism to all internal and external customers

II. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management principles and airport practices, procedures, and operations; proven success in managing a diverse work force
- Detailed specialist knowledge of relevant local, state and federal regulations, and Authority protocols and procedures that impact airports in general and work unit in particular
- 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 poor performance
- Supervise, develop, motivate, and train staff, by organizing, prioritizing, and scheduling work assignments in a complex operating environment
- Identify, develop, and implement strategic and tactical plans and solutions
- Establish and maintain effective working relationships with internal and external contacts such as outside vendors and contractors
- Ability to read, understand, follow and enforce safety procedures
- Effective oral and written communication skills
- Ability to provide excellent customer service

III. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with major course work in business, business administration, airport administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities specifically in the fields of transportation or public sector airport management
- Master's Degree from an accredited college or university with major course work in Public or Business administration, Aviation Management or an Engineering discipline is preferred
- Five (5) years' experience in supervisory roles in transportation, or airports, including direct supervision, seven (7) years preferred
- Strong background in management of airport operations functions
- Demonstrated experience in strategic planning and project management
- Demonstrated experience in finance/budgeting principles and practices; at least five (5) years of experience in budget development/execution and cost analysis preferred
- Three (3) years of experience with organized labor preferred

IV. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license
- FAA Pilot's License Preferred
- Airport industry accreditation preferred

V. SPECIAL REQUIREMENTS

- Subject to a background investigation, pre-employment physical, pre-employment drug test, and criminal history records check (CHRC)
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay
- 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 DRBA's facilities. Must be willing and available to respond to emergency situations and effectively lead the Department in completing duties to maintain or restore operational capability

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