

**PANAMA CITY –BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Deputy Executive Director

**DEPARTMENT:** Executive

**SUPERVISOR:** Executive Director

**EFFECTIVE DATE:** October 1, 2020

**PAY LEVEL:** 260 (\$89,608.96 - \$138,893.88)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** Provides strategic management and guidance for the services and activities of the Panama City - Bay County Airport and Industrial District in general; performs related work as assigned by the Executive Director.

**EXAMPLES OF DUTIES:** This is a senior management position with oversight of Business and Accounting, Operations, Public Safety/Security, and Facilities Maintenance for the Panama City - Bay County Airport and Industrial District. Responsibilities involve considerable liaison and public relations activities in working with federal and state regulatory authorities, other airport managers, and with users and tenants of airport facilities and property. This position requires in-depth knowledge of a wide range of federal, state and local regulations and rules relating to federal aviation, airfield maintenance and operations, emergency response, strategic planning, contract management and personnel management. Knowledge is usually gained through several years of experience with multi-faceted airport operations. Considerable initiative and judgment are required to manage the work of large and diverse divisions, accomplish long-range goals and provide effective services to the public. Work is performed under the general direction of the Executive Director and reviewed by the Executive Director for overall effectiveness and quality of end results. Supervision is exercised over subordinate managers. The Deputy Executive Director may be designated to act as the Executive Director in his absence.

**ESSENTIAL FUNCTION:** Works in partnership with other airport management to develop and implement long and short range strategic plans for departments and their respective divisions; develops, facilitates and/or negotiates large, complex land leases, interpreting lease agreements and negotiating tenant relocation, master planning for hangar space and runway

development, etc.; performs cost of service studies and rate analysis for airport services and property; prepares detailed narrative, statistical and financial reports; assists in development and implementation of new programs and projects; manages and directs the work of multiple sections through subordinate supervisors; provides guidance to other managers on related issues; develops

long term budget projections, prioritizes requirements for division, and assists in the development of the Airport budget; and works cooperatively to provide quality, seamless customer service; serves on committees and attends meetings as requested by the Executive Director.

Business and Accounting, and Operations: Manages and directs the work of multiple sections including airport operations, properties and contract administration, tenant leases, hangar leases, airport information technology, marketing/community relations, and ground transportation functions such as operation of public parking garage, taxis and shuttles; establishes procedures for all airport operational activities and ensures compliance with local and federal regulations and guidelines through the Airport Certification Manual; oversees effectiveness of airport security access control; reviews airport and tenant construction plans for coordination of operational security issues.

Public Safety/Security: Serves as primary Airport Security Coordinator for all security matters related to airport, airlines, users, and tenants; establishes procedures to ensure compliance of all airport users, and tenant employees with TSA requirements through the Airport Security Plan; manages the Airport Police Department through the Police Chief; monitors airport fire fighter training, staffing, and response, conducts testing to ensure compliance with FAA requirements; manages the Airport Fire Department through the Fire Chief.

Facilities Maintenance: Manages and directs outside engineering and architectural design work; manages airfield and terminal maintenance through the Maintenance Manager; acts as project manager on a variety of Airport construction and engineering projects involving runways, taxiways, lighting systems, terminal buildings, hangars, etc.; assists Maintenance Manager in developing facility master plans based on department strategic objectives; acquires funding and prepares and administers grants for projects and ensures reporting procedures are complied with; prepares, evaluates, and implements preventive maintenance programs.

**QUALIFICATIONS:** Preferred graduate from an accredited four (4) year college or university with a degree in Airport Management, Business Administration, Public Administration or equivalent professional experience. Advanced professional with knowledge in the principles and practices of airport administration and management, practices and precedents; of federal state and local rules and regulations pertaining to airport operations and management; of operational requirements of airlines; of real estate management, including leases and contracts; of governmental budgeting, purchasing and accounting methods; of project and team management

techniques; of long-range planning techniques and procedures; of Airport emergency response and safety programs; of effective supervision and performance management; of contract management and human relations techniques; of computer operations, systems and applications. Ability to analyze and effectively report upon operating conditions and problems and recommend or install appropriate solutions; to gather, organize and analyze management, financial and related data; to prepare and present oral and written reports clearly and concisely; to effectively plan, assign and direct the work of others; to negotiate rates and charges for leases, contracts and other agreements; to oversee a multi-million dollar annual division budget; to evaluate and interpret various federal, state and local regulations; to compute rates and charges for billing, contracts, and agreements; to prepare detailed staff studies, reports, and correspondence; to effectively manage and supervise the performance of staff; to assess training needs and develop responsive programs for meeting needs; to communicate effectively both verbally and in writing; to develop and maintain effective working and professional relationships with employees, other agencies, and the public; to handle controversial issues in a diplomatic and professional manner.

**ADDITIONAL REQUIREMENTS:** Ability to pass a criminal history check and successfully complete a Transportation Security Administration 10 year employment background investigation; possession of a valid Florida driver's license. Accredited Airport Executive desirable; to be on call during off duty hours in case of emergency.