

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

JOB DESCRIPTION

CLASSIFICATION: Police Chief

DEPARTMENT: Police Department

SUPERVISOR: Deputy Executive Director

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 117 (\$89,800.42 - \$161,640.75)

PAY CLASSIFICATION: Exempt

DEFINITION: This position is responsible for overall management and operation of the Airport Police Department. Work is performed under the general supervision of the Deputy Executive Director with considerable independent judgment and initiative exercised in carrying out the duties and responsibilities of the Airport Police Department. Performs related duties as required.

EXAMPLES OF DUTIES: Supervises, directs, plans, and coordinates the activities of the Airport Police Department. Responsible for compliance with CFR Part 1542 and other applicable federal, state, and local laws and regulations. Maintains the TSA approved Airport Security Plan and assures compliance at all times. Coordinates Airport police and security matters with the TSA, FBI, and other local law enforcement agencies. Maintains and promulgates necessary department rules, regulations and procedures.

Supervises department personnel and performs duties relative to personnel policies and procedures pertaining to employment, termination of employment, performance evaluation, scheduling and work assignments. Directs the department's training program. Performs routine police patrols and responds to emergency situations as required. Attends conferences, workshops, seminars, and other educational meetings to keep current in airport and general police matters.

Prepares and recommends the Operating and Capital Improvement Budget for the Airport Police Department. Supervises department purchasing in accordance with Airport Authority policy and procedures. Coordinates Airport security matters with staff, tenants, and other users of the Airport. Attends weekly staff meetings. Serves in an on-call capacity. Responds to emergency situations after normal business hours as required.

QUALIFICATIONS: Bachelor degree or equivalent experience required in police administration or a related field. Seven years experience as a police officer with a minimum of

three years experience in police administration/supervision. The Airport Police Chief must be certified as a law enforcement officer by the State of Florida and maintain such certification current at all times. Employee must be physically fit, submit to psychological screening, and be certified as drug free. Knowledge of federal laws and regulations pertaining to airport security is required. Must possess strong interpersonal administrative skills and the ability to interface and effectively communicate with Airport staff, tenants, governmental entities, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration and maintain eligibility for FAA and TSA mandated security clearance requirements.

PHYSICAL REQUIREMENTS

Occasional:

- Working on uneven or slippery surfaces.
- Ability to lift or push/pull 100+ lbs.

Frequent:

- Walking, standing, bending, running, climbing, squatting, twisting/turning, balancing, crawling.
- Ability to lift or push/pull up to 50 lbs.
- Reaching above shoulder, reaching outward, handling/fingering, typing/keyboard functions.
- Prolonged periods of visual concentration and moderate levels of eye/hand/foot coordination.
- Maintain ability and proficiency to operate department vehicles, assigned firearms, and equipment.
- Ability to defend oneself from physical assault/attack.
- Able to restrain, lift, and/or carry adults of varying weights.

Constant:

- Requires the ability to communicate effectively both orally and in writing, utilizing Standard English.
- Ability to hear (with or without a hearing aid) and have acceptable eyesight (with or without correction), and/or signal people to convey and exchange information.
- Ability to differentiate between colors or shades of color, read a variety of materials, and comprehend them.
- Ability to apply problem-solving skills and deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress when confronted with emergencies, unusual or dangerous situations, or situations requiring sustained attention or physical exertion.
- Walking for long periods of time (e.g., TSA checkpoint/terminal).

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee may be exposed to radiant and electrical energy sources, as well as grease, oils, solvents, chemicals, dust, and noise. There is frequent exposure to both indoor and outdoor environments, contact with the public, and a variety of environmental, climate, weather, and terrain conditions. The employee is subject to varied work hours, overtime, and recall during emergencies as essential personnel.

Risk/Safety Conditions:

The position involves a significant degree of inherent danger and risk, with tension being a consistent part of the job.

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.