

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT BUSINESS MANAGER

Spec No. 2016

BASIC FUNCTION

To provide administrative and financial management and support services and program coordination for the county airport.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and negotiates the rental and leasing of airport facilities to aeronautical, commercial or industrial tenants; participates in policy development and implementation of airport fees and insurance coverage.
2. Acts as liaison between the Airport and other county departments such as Finance, Prosecuting Attorney, Property Management, Public Works, Personnel and Information Services; coordinates the installation of data processing, mapping and CAD systems, communications (both phone and LAN) and financial systems as required.
3. Acts as liaison between the Airport and the Federal Aviation Administration in areas such as planning, engineering, grants and airport improvement projects; researches funding sources, prepares grant applications and administers grants received.
4. Develops the Airport's annual budget; compiles draft budget schedules and develops department performance objectives; coordinates and maintains records of all budget transfers and transactions as required.
5. Monitors department revenues and expenditures on an on going basis and implements improvements and/or changes in financial systems in coordination with the Finance Department and Treasurer; project manager for county, state, FAA, and Boeing audits and inspections.
6. Plans, organizes, coordinates and supervises the work of office and/or accounting subordinates; participates in and makes recommendations concerning the hiring, discipline, transfer and termination of subordinate employees; advises, assists, trains, and evaluates subordinates as necessary.
7. Develops, recommends and implements Airport rules, regulations and procedures in the budget, capital improvement, accounting, communications, office automation, and computer security areas.
8. Acts as the Airport Personnel Division head in the administration of county personnel policies and procedures within the department, including the development and implementation of in house procedures as required.
9. Develops quality management process improvement, customer service training, and customer satisfaction surveys for administrative office.

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT BUSINESS MANAGER

Spec No. 2016

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Maintains necessary records and prepares required reports.

STATEMENT OF OTHER JOB DUTIES

11. May represent the Airport Manager with other government agencies and districts.

12. May perform all the duties of subordinate level employees as required.

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or public administration, or other field directly related to public administration or financial management; PLUS, three (3) years of professional experience in finance, budget or administration; OR, any equivalent combination of training and /or experience that provides the required knowledge and abilities. Previous airport business experience is preferred. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the principles, practices, methods and procedures of government accounting, budgeting and financial management;
- the practices and procedures of grant writing and administration;
- the operation of personal computer systems;
- computerized information's systems, including GIS, LAN and data networks;
- the principles and practices of public personnel administration;
- aviation tenant/user requirements and regulations.

Ability to:

- analyze and resolve work related problems;
- work independently;
- exercise initiative and judgment, and to make decisions within the scope of assigned authority;
- communicate effectively both orally and in writing;
- read, interpret and apply work related laws, rules and regulations including county personnel rules and labor agreements;

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT BUSINESS MANAGER

Spec No. 2016

KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- plan, schedule, supervise and evaluate the work of subordinate employees as necessary;
- establish and maintain effective work relationships with public and private officials, other county employees and the general public;
- operate standard and computerized office equipment.

SUPERVISION

The employee reports to the Airport Manager. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained. The employee supervises clerical and office support staff, as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional field trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1986 as Airport Business Supervisor

Revised: September 1992

Retitled: January 1998

Revised: April 2012

EEO Category: 2 – Professionals

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous