

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT DEPUTY DIRECTOR

Spec No.2021

BASIC FUNCTION

Plan, coordinate, and manage the operation, maintenance and development of the Snohomish County Airport (Airport). Leads airport programs, initiatives and strategic planning activities. Directs Airport Division Heads in managing airport operations, security, fire, maintenance, finance, environmental and development activities.

STATEMENT OF ESSENTIAL JOB DUTIES

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class:

1. Represent the Airport Director in the daily operations, business, and development of the Airport.
2. Represent the Airport Director with County Council, County Executive, other departments, the media and the public.
3. Represent the Airport at meetings, workshops and seminars with federal, state and local agencies.
4. Assist in promoting and developing Airport property.
5. Research federal, state and local funding sources; develop grant applications and execute grant projects.
6. Manage programs, planning and projects, including financial planning, budgeting and execution. Analyzes operations to evaluate performance and to determine areas of potential cost reduction, program improvement, or policy change.
7. Negotiate contracts and major purchases of equipment, real estate, and services.
8. Recruit, hire, supervise, train, mentor and discipline subordinate employees.
9. Ensure the safety and security of staff, customers, equipment and facilities.
10. Perform with high degree of independent judgment, discretion, and confidentiality
11. Leads the development of airport initiatives, strategic plans (including Airport Master Plan) and policies and procedures.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in business, public administration, or related field; and six years of experience in industrial/commercial real estate development, including experience with design, construction, critical areas, permitting, and personnel supervision OR any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

LICENSING/SPECIAL REQUIREMENTS

A valid Washington Driver's License is required for employment.

Maintain Security Identification Display Area Clearance (SIDA)

Qualification and experience with general aviation, heavy jet operations and commercial aircraft activity.

AAAE CM Certificate preferred.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of public administration
- principles and practices of community and media relations
- principles and practices of budget and grant administration
- principles and practices of contract negotiation and administration
- principles and practices of program planning, organization and administration
- principles and practices of personnel management and supervision
- principles and practices of program and construction management
- Federal, State, and local regulations regarding airports, safety, critical areas, personnel, purchasing and contracting

Ability to:

- create a team spirit
- plan, coordinate, manage, lead and motivate staff members and consultants
- evaluate programs, policies, and procedures; analyze operations and direct timely and effective action to maintain budgets, timelines and standards
- communicate effectively orally and in writing
- speak convincingly in public and in small groups
- read, understand, and interpret civil engineering and architectural drawings, plans, bid specifications, permits, codes and contracts

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- establish and maintain effective working relationships with peers, associates, officials, consultants and the public
- develop and manage large construction projects
- prepare program plans and budgets

SUPERVISION

The employee reports to the Airport Director. Direction is exercised over a staff of professional, personnel. The work is performed with high degree of independence and is reviewed through meetings, review of technical reports and results achieved.

WORKING CONDITIONS

The majority of the work is performed in an office environment with regular visits to other offices. Field work and construction site supervision and inspection will be required. Evening, weekend and holiday work will be required. Response to emergency events may be required anytime. Occasional multiple-day business trips to other cities/states will be required.

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: April 1996 as Airport Assistant Manager - Land Development
Revised and Retitled: July 1996 Airport Director, Deputy – Land Development
Range Adjustment: January 2005
Previous Spec No. 381404
Revised and retitled; April 2015 Deputy Airport Director (Spec 2015)
Retitled: April 2016 Deputy Airport Director- Land Development
EEO Category: 1 – Officials and Administrators
Pay Grade: 114 Management Exempt Pay Plan
Workers Comp: 5036 – Non-Hazardous