



Employment Opportunity

Kittitas County, Washington

POSTED: 7/31/2020

CLOSES: 8/10/2020

AIRPORT COORDINATOR

The current vacancy in Airport Operations is a full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. The Airport Coordinator provides broad range support services in the daily operations of the Airport and related facilities. Anyone who meets the qualifications stated below may apply. This position will close on 8/10/2020.

SALARY RANGE: \$4,418- \$5,945 per month.

ESSENTIAL FUNCTIONS

Assist the Director of Airport Operations with any-and-all of the following maintenance/repair projects

- Perform airfield, hangar and landside inspections consistent with FAA requirements.
- Monitor and report aircraft and aviation activities and operations with daily checks of the runway and taxiways for damage.
- Assist Director with snow and ice removal, mowing, weed control, and facility and airfield maintenance.
- Keep storage areas and tools organized; oversee inventory; recommend and/or purchase small tools and equipment as authorized; research and secure equipment rentals as requested.
- May be required to perform regular janitorial and minor maintenance projects for Airport facilities.

Provide administrative support to the Director of Airport Operations:

- Be the primary point of contact for in-person, phone, email and mail inquiries.
- Maintain Airport records in paper and electronic format, according to State's records retention requirements; dispose of or transfer records in an appropriate fashion when eligible for disposition.
- Respond to Public Records Requests.
- Assist in the preparation of the annual Airport budget; monitor revenues and expenses throughout the year; process vouchers in a timely manner.
- Manage airport leases, lease negotiations and compliance of tenants as to airport rules and regulations; provide documentation to the Auditor's Office for lease and grant billings.
- Provide high-quality customer service to airport users, tenants, and the flying public and satisfactorily meet the reasonable needs and expectations of airport tenants and lessees.
- Work with Director and Airport consultant on Airport's Capital Improvement Plan, managing and soliciting Federal and State grants or other funding opportunities.
- Assist Airport Operations Director and local economic development agencies in the marketing, recruitment, retention and expansion of business at the Airport creating new employment opportunities and tax revenues.

Kittitas County is an Equal Opportunity Employer

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- Interpret and enforce federal, state, local rules and regulations applicable to airport operations; communicate with government and regulatory agencies to coordinate activities, resolve issues and exchange information.
- Maintains current knowledge of county, federal, and state rules and policies, as well as industry technical knowledge.
- Co-Manage Events and Airport Fly-ins.
- Process incoming/outgoing mail; monitor the general Airport email account.
- Monitor the Airport's intranet (CAMAS) page, public website, and any other authorized social media presence; report technical concerns to the IT department; report content concerns to the Director; be knowledgeable in the proper management of social media content, comments, etc.

OTHER FUNCTIONS

- Acts in place of the Airport Director of Operations when the Airport Director of Operations is unavailable.
- Issue, monitor and update all Notices to Airmen closely coordinating with FAA airspace control personnel.
- Support activities administered by the Airport Department for management of Bowers Field Airport, including consistency with FAA planning requirements.
- Assist in the coordination with consultants on the preparation of plans, specifications and estimates for Airport projects.
- Attend, prepare agenda, write minutes for the Airport Advisory Committee and participate in monthly meetings. Assist in maintaining the DBE policy for FAA funding, year-end reports and all EEO required reporting for FAA.
- Co-manage airport procedures, and safety and training programs (Wildlife Hazards, Accidents, Emergencies, FOD, Snow Removal Operations, Maintenance, Pilot Issues, Weather, NOTAMs, Fuel Operations).
- Represent Bowers Field at airport functions, conferences, public meetings, advisory groups, meetings with FAA and Washington State DOT Aeronautics.
- Provide administrative support during emergency response activities such as fire, aircraft accidents, and other events around the vicinity of the airport and Business Park.

This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- AA degree in business, accounting, facilities management, or other related field.
- Two (2) years of related office experience.
- Proper training and prior experience using the maintenance tools required to perform the essential functions in a safe manner; this includes hand and power tools, trucks, plows, mowers, etc. as well as the required PPE.
- Additional experience may substitute for the degree requirement.
- Valid Washington State driver's license.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to

the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Communicate effectively and tactfully, both verbally and in writing, with County employees, airport tenants/clients, committee and board members, other municipal agencies, and the public.
- Proficient in the use of computers including various software programs; must possess the ability to quickly learn programs and apps specific to the department and/or County.
- Ability to take direction, both verbal and written, and perform work independently.
- Follow proper administrative, operational, and financial policies, procedures, and processes.
- Possess basic budget and finance knowledge.
- Ability to plan and organize work.
- Ability to work effectively under pressure, meet deadlines and handle interruptions.
- Ability to exercise good judgment as to when to act independently and when to refer situations to the Director.
- Must be able to deliver courteous and professional customer service, with the ability to interact with a diverse group of individuals and groups.
- Must be motivated and possess the desire to produce high quality work.
- Ability to safely operate a motor vehicle and other power/hand tools in accordance with manuals, guides, and with proper experience and/or training.
- Effectively complete assigned projects in a safe manner and within established deadlines.
- Maintain current knowledge of airport operations and compliance requirements.

PREFERRED QUALIFICATIONS

- Bachelor's degree in business management, aviation, facilities maintenance, or any related field.
- Previous experience in airport maintenance and airfield safety protocols.
- Previous grant-writing experience.
- Previous marketing experience.
- First Aid/CPR Certified.
- Bilingual English/Spanish.

WORKING CONDITIONS

Work is typically performed in an office setting as well as outdoors, with occasional travel to other locations for meetings, training, etc. Exposure to windy/dusty conditions is likely, with possible exposure to extreme temperature variations and wildlife (bees, spiders, snakes, birds, etc.). There may be exposure to the following hazardous or corrosive chemicals: fertilizers, soil additives, automotive chemicals, fuels and lubricating oils, paints, primers and solvents, cleaning and sanitation chemicals, and wood dust. Work in the office is typically sedentary; however, work in the field may be very active and require extensive mobility. Must be able to stand, walk, sit, crouch, kneel, stoop and grasp. Must be able to traverse a variety of surfaces and may be required to ascend/descend stairs or ladders. Must be able to read printed materials and a computer screen and possess adequate hearing and speech to clearly communicate in person or over the telephone. Must be able to lift up to 25 pounds; potentially more with assistance. All safety regulations, policies, and procedures must always be adhered to, including use of all required PPE.

Regular travel may be required within the county with occasional travel outside the county. The employee must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

Regular attendance and punctuality are required and expected per the established schedule. Some flexibility may be required depending on business needs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and two (2) personal references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Do you have airport operations or administration experience; specifically, working with the FAA or State Aeronautics? Do you have an understanding of working with Federal or State grants?
2. Do you have experience operating heavy machinery such as snow removal equipment, front-end loaders, skid-steer, tractors, etc.? If so, please list the equipment and experience level.