



Kittitas County, Washington
Employment Opportunity

Posted: 3/22/2024

Closes: 4/12/2024

AIRPORT ECONOMIC DEVELOPMENT SPECIALIST

The Kittitas County Public Works Department is currently seeking qualified candidates for the position of Airport Economic Development Specialist. This is a part-time (20 hours/week), non-exempt, benefits-eligible, non-union position. The Airport Economic Development Specialist executes a variety of assignments in support of the vision and values of the Bowers Field Airport. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position will close on 4/12/2024.

SALARY RANGE

\$2,787.50 - \$3,751.00 per month.

ESSENTIAL FUNCTIONS

Planning

- Plan, organize, and participate in marketing research projects related to business planning and general aviation.
- Recommend actions for property and facilities growth, new business pursuits, new policies and programs, or other desirable actions based upon research and analysis of data.
- Plan and conduct studies of comparable airports for property, facility, financial, and air service similarities.
- Prepare reports on return of investments, capital investment requirements, internal rates of return, rental rates, and other lease terms.
- Conduct research and perform detailed financial analysis to ascertain the maximum economic benefit and utilization of leased ground inventory.
- Collect data and present findings for monthly management reports.

Business Development

- Implement and monitor the performance of the airport's strategic business plan; foster expanded use and increased public awareness of the services offered at Kittitas County Airport - Bowers Field.
- Work with task order consultant and contracted economic specialist(s) to prepare a Bowers Business Park Feasibility study.
- Act as liaison between the County's Associate Development Organization, other economic development agencies, and community groups to promote new airport businesses and provide information about facilities and services.
- Assist the Fixed Base Operator to implement marketing programs and services to ensure maximum generation of revenue.
- Recruit and assist clients in securing land leases.
- Serve as ombudsman when dealing with federal, state, and local permitting agencies.
- Represent the Airport at regional and marketing events.



Onsite Management

- Plan, organize, and participate in property management functions such as negotiating lease/agreement terms, developing rates and charges, and monitoring the terms of lease agreements.
- Prepare requests for proposals and bids for various airport services.
- Develop and monitor tenant lease compliance program for alignment with terms, conditions, and general lawful use.
- Assist with the management of airport IT systems which include computers, networks, internet access, telephone lines, and other technology.
- Make purchases on behalf of the organization in accordance with budget authorization and the requirements of the Department's approved procurement procedures.
- Communicate as a member of the Crisis Communication Team in the event of an airport emergency.

Public Outreach

- Manage overall external communication strategies for the Airport and Industrial Park including public relations programs and events aimed at maintaining and enhancing the positive image of the Airport.
- Create and distribute marketing materials including brochures, social media, website, and other correspondence as necessary.
- Manage the airport's web page and social media efforts including content development, regular updates, site management, strategies to stimulate new traffic, and timely responses to customer inquiries.
- Coordinate the airport's community-facing marketing and communications programs to include informational and community relations materials, news releases, public notices, etc.
- Coordinate special events such as fly-ins, press conferences, ribbon cuttings, etc.
- Coordinate with various advertisers and vendors to gather information for the purpose of developing effective marketing strategies within budget; work with advertising firms and vendors to ensure deadlines are met and invoicing is accurate.

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

- High School Diploma or GED.
- College-level coursework in marketing, business management, public relations, communications, or related field, OR four (4) years of work experience that includes marketing, public relations, sales, or related field.
- Experience in conducting research and presenting findings.
- Valid and active Washington State driver's license, or ability to obtain one within 90 days of hire.
- A criminal history and background check will be performed on qualified applicants. 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.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Ability to communicate complex topics effectively to a diverse audience, both verbally and in writing.
- Ability to multi-task within multiple deadlines and project constraints.
- Knowledge of methods and techniques in the design and layout of promotional, educational, and informational materials across a variety of medias.



- Ability to generate print, social, and broadcast media coverage.
- Ability to professionally represent the airport in a variety of settings.
- Ability to work independently and as a team.
- Ability to read, interpret, and explain rules, regulations, policies, and procedures.
- Ability to maintain composure under pressure and respond quickly to unanticipated questions/requests.

PREFERRED QUALIFICATIONS

- Previous work experience at an airport or government setting.
- Public speaking experience.
- Graphic design experience.
- Lease and contract management experience.

WORKING CONDITIONS

Work is generally performed in an office environment; sitting, standing, walking, and computer use are frequent and can be for extended periods of time; must be able to move from sitting to standing quickly to assist customers; must also be able to kneel, stoop, bend, twist, reach and grasp, use small ladders or stepstools, and operate standard office equipment; must have the ability to lift, pull, push and/or carry up to 25 pounds using proper lifting/carrying techniques; must have sufficient vision to read printed materials and a computer screen, and adequate hearing and speech to communicate clearly in person or over the telephone. Periodic duties may require performance in non-office settings, outdoors, and traveling to multiple County locations. Employee must be able to operate a motor vehicle in a safe manner regardless of location, weather conditions, or level of daylight. Safety rules and regulations must be adhered to at all times.

Work is typically performed during regular business hours; variations including occasional evening and weekend work may be required. Regular and reliable attendance and punctuality are required.

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

BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

Application Process

Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references