

# Los Alamos County

## Job Description and Classification



LOS ALAMOS

**JOB TITLE:** Airport Manager/Deputy Airport Manager  
**JOB CODE:** 509, 510  
**CLASSIFICATION:** Exempt  
**DEPARTMENT/PROGRAM:** Public Works/ Airport  
**SUPERVISOR:** Public Works Director

### **Position Summary:**

Under general direction of the Public Works Director or designee, manages, administers, and coordinates the daily operations, promotion, development, special events, and long-range strategic planning for the Los Alamos Airport in accordance with associated federal and state regulations, and the county's established goals and policies. Maintains confidentiality of privileged information.

*The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time.*

### **Essential Duties and Responsibilities:**

- Manages and oversees the administrative, maintenance, security, safety and daily operations of the Los Alamos Airport grounds and improvements in accordance with the policies and directives of the county, State Aviation, and Federal Aviation Administration (FAA).
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
- Supervises personnel including work allocation and prioritization, training, performance evaluation and management; motivates employees to achieve high performance, creates and fosters a team-oriented and collaborative work environment.
- Directs the development and execution of the strategic operating goals and objectives; oversees the planning, development, implementation and maintenance of programs, policies, procedures, goals, budgets, systems, and processes.
- Develops and maintains a close working relationship with the FAA, New Mexico Department of Transportation (NMDOT) Aviation Division and other agencies on matters relating to the airport. Interprets, explains, and enforces federal, state, and local rules and regulations governing use of the airport; recommends and develops new or modified regulations when conditions warrant.
- Develops and promotes economic development associated with the airport.
- Prepares annual operating budget and capital improvement budgets, recommends fees and related charges associated with airport operations, and ensures that airport operations are accomplished within budgetary limitations.
- Identifies, oversees, coordinates, and/or prepares proposals to acquire additional financing.
- Develops Disadvantaged Business Enterprise (DBE) plan for the airport and establishes DBE goals for federally funded projects.
- Negotiates leases and oversees the enforcement of the terms of leases, licenses, and agreements associated with airport services and grounds in accordance with county policies and procedures.
- Prepares and issues Notices to Airmen (NOTAMS).
- Attends and provides reports to Transportation Board as requested.

- Prepares requests for engineering proposals and contracted projects; prepare letters, memos, reports, and studies as required for the proper administration of airport operations.
- Follows established county procurement procedures to requisition services, materials, supplies, and equipment; maintains the Storm Water Pollution Prevention Plan in accordance with Environmental Protection Agency and New Mexico Environment Department regulations.
- Enforces and ensures appropriate safety training for airside access and manages all aspects of airport safety.
- Responsible for ensuring all airport-related work requests are submitted, tracked, planned, and completed in a timely, professional manner; provides presentations to various groups to inform the public of airport goals and operations.
- Monitors all employees, outside vendors, and businesses to ensure that they are in compliance with aviation regulations and security procedures while on airport property.
- Maintains confidentiality of all privileged information.
- Contributes to a team effort and accomplishes related results as required.
- Ability to communicate effectively, both orally and in writing.
- Performs other duties as required.

**Minimum Qualifications for Airport Manager:**

- Bachelor's Degree from an accredited college or university or equivalent combination of education and related work experience.
- Five years of experience in public administration, transportation, facilities, engineering, planning, economic development, program management, or project management of which at least 2 years must have been in aviation, aeronautics, airport operations or administration.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.
- Must possess or have the ability to obtain and maintain status as a Certified Member (CM) of the American Association of Airport Executives (AAAE) within 1 year of employment.
- Must have Basic Airport Safety and Operations Specialist School from AAAE within six months of hire date.

**Minimum Qualifications for Deputy Airport Manager:**

- Bachelor's Degree from an accredited college or university or equivalent combination of education and related work experience.
- Five years of experience in public administration, transportation, facilities, engineering, planning, economic development, program management, or project management.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.
- Must successfully complete mandatory drug screening and subsequent random drug and alcohol screenings.
- Must possess or have the ability to obtain and maintain status as a Certified Member (CM) of the American Association of Airport Executives (AAAE) within 1 year of employment.
- Must have Basic Airport Safety and Operations Specialist School from AAAE within six months of hire date.

**Preferred Qualifications:**

- Experience with the operational and/or administrative functions of a general aviation airport and FAA regulations.
- Grant management experience.
- Bachelor's or Master's Degree from an accredited college or university in Airport Management, Public Administration, Civil Engineering, or related field.
- Supervisory experience.
- Accredited Airport Executive (AAE) member of the American Association of Airport Executives.
- Air Traffic Controller or pilot experience.
- Possess a New Mexico Commercial Driver's License.
- Experience with economic development activities related to airports and airport operations.

**Knowledge, Skills, and Abilities:**

- Knowledge of FAA regulations.
- Knowledge of FAA and NMDOT grant programs.
- Knowledge of budget preparation and grant/proposal writing.
- Knowledge of state, federal and county accounting, purchasing, and auditing policies and procedures.
- Knowledge of human resources management policies and procedures.
- Knowledge of statistical compilation and analyses.
- Skill in problem solving, human relations, and time management.
- Skill in customer/client relationships.
- Skill in organizing, preparing, and presenting information clearly and concisely, both orally and in writing.
- Skill in using personal computers and standard business software.
- Ability to efficiently and effectively develop, manage and monitor grant funds.
- Ability to exercise initiative and independent judgment.
- Ability to maintain confidentiality.
- Ability to gather data, compile information, and prepare reports.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments.
- Ability to ensure user compliance with the various airport-related use agreements in a fair and equitable manner.

**Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed both indoors in a professional office setting and outdoor settings, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend, and holiday work may be required on short notice.

This position is covered under the Department of Transportation (DOT)/FAA, Anti-Drug and Alcohol Act pursuant to the Transportation Employee Testing Regulations, covering random, post-accident, pre-hire, and return to duty testing.

Every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance.
- Satisfactorily complete and maintain compliance with all required training.
- Work well with others and participate fully in a team-oriented environment.
- Interface with other employees and customers in a courteous and respectful manner.
- Project positive support of their department and all county organizations.
- Maintain and enhance the county's commitment to customer service excellence.

**Approvals:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Reviewed: 3/20/2015

Revised: 6/7/2012, 12/1/2018, 8/26/2020, 8/1/2022, 5/13/2024