

CITY OF IOWA CITY - Job Description

Job Class #23-05

FLSA Exempt
Non Civil Service

Identification

Position Title: Airport Manager
Department: Airport
Division: Airport
Supervisor: Airport Commission Chair

Job Summary

Under immediate direction, performs routine clerical and managerial duties requiring knowledge of Airport Commission, City of Iowa City, and State of Iowa, and Federal Aviation Administration rules and regulations. Provides general information to the public regarding Airport activities and services.

Job Scope

Directly supervises one employee and part time staff. Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

Essential Job Duties and Responsibilities

Greets the public, **answers** telephone and **directs** calls and **records** messages.

Maintains office correspondence, computer files, spreadsheets regarding airport activities and expenditures.

Corresponds with the Federal Aviation Administration and other state and local agencies.

Prepares annual reports and activity reports for the City Council and Federal Aviation Administration.

Operates standard office equipment including computer, calculator, printer, fax, copying machine, and Unicom radio.

Picks up, delivers and **processes** commission mail.

Drafts and **disseminates** correspondence and reports as directed.

Processes incoming bills and **drafts** payment for outstanding bills.

Collaborates with Airport interns as appropriate and directed by the airport commission chair.

Creates airport commission information packets.

Manages and **records** airport strategic plan activities.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs all other related duties as assigned.

Physical and Environmental Conditions

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are encountered while performing those essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk or stand. Specific vision abilities required by this job include close vision.

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

One year of experience in any aspect of aviation or airport service or business management required. Must pass criminal background check.

Preferred Education, Experience and Certification

Bachelor's degree in airport administration, aviation or closely related field from an educational institution accredited by a DOE recognized accreditation body preferred.

Knowledge, Skills, and Abilities

Basic knowledge of general office and managerial procedures, computer equipment, clerical and financial record keeping procedures. Ability to read and understand technical manuals and other documentation as they relate to airport projects and finances. Skills in oral and written communication. Ability to deal effectively with the public. Ability to seek supervision and consultation with supervisors when appropriate. Ability to exercise good judgment and independently make decisions.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.