



# Lewis County Employment Opportunity

Department: **Public Works** | Position: **Airport Systems Manager**

Who May Apply: **All Qualified Applicants**

Employment Status: **Regular Part-Time (.75 FTE)**

Salary Range: **Grade 23: \$3,330.75 - \$4,479.00/mo.**

Posting Opens: **8/07/2019 – Open until filled**

First Screening: **8/21/2019**

---

## DEPARTMENT / OFFICE

This is a non-represented, FLSA exempt position.

## POSITION SUMMARY

Under general direction, plans, coordinates, and manages the operations and activities of Lewis County's Packwood Airport and the Ed Carlson Memorial Field – South Lewis County Airport; coordinates with outside agencies regarding the implementation of aviation projects; administers the Airports' safety programs and grant funding; and supervises assigned personnel.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources  
Historic Courthouse Building  
351 NW North St. RM# 023  
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

All application materials must be received by Public Works.

## MINIMUM REQUIREMENTS

► Bachelor's Degree in Airport Management or a closely related field; OR five (5) years' experience managing airport operations.

A valid Driver's License is required.

---

**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.