LEWIS COUNTY EMPLOYMENT OPPORTUNITY

<u>Department:</u> **Public Works**

<u>Division:</u> **Airports**

<u>Position:</u> **Airport Systems Manager**

Who May Apply: **Any qualified applicant**

Employment Status: **Regular full-time**

Salary Range: **Pay Grade 124: $5,677-$7,617/mo. (DOQ)**

Posting Opens: **July 5, 2024**

Closing Date: **Open until filled.**

DEPARTMENT / OFFICE
This position is available in the Lewis County Public Works Department, Airports Division located at 5239 Jackson Hwy, Toledo, WA.

POSITION SUMMARY
Lewis County is recruiting an Airport System Manager to join the Public Works Department.

Under general direction, the Airport System Manger 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.

The ideal candidate will have a strong background in airport management and operations including financial management, economic business development, technical airport operations, maintenance and procedures, and administrative and field operations.

This is a non-represented, FLSA exempt position reporting to the Public Works Director

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HOW TO APPLY
Interested individuals are encouraged to apply online at https://jobs.lewiscountywa.gov and to view application materials and job description.

Late applications will not be accepted

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

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.

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

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MINIMUM QUALIFICATIONS
- Bachelor's Degree in Airport Management or a closely related field; OR five (5) years' experience managing airport operations.
- Must possess and maintain a valid Washington State Driver's License.

Desirable Qualifications:
- Experience managing a municipal airport.
- Prior experience obtaining and administering Federal Aviation Administration (FAA) grants along with grant assurances through the Airport Improvement Program (AIP).
- Experience developing airport lease agreements.
- Experience planning, scheduling or coordinating facility maintenance and construction projects.

APPLICATION REQUIREMENTS
The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Resume Clearly Outlining Current/Previous Work Experience and Education**
- ✓ **Letter of Interest Outlining Work Experience and Qualifications**
- ✓ **Specific Technical Training and Certifications are Required**

Lewis County accepts no responsibility for the completeness of applications. Application materials received by Lewis County become the property of the County.

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.