



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Airport Manager
Department: 45 Airport
FLSA Status: Exempt
WC Code: 7403
Effective Date: November 1, 1997
Last Revised: March 6, 2025
Pay Grade: NU20
Union: Non-Union (Management)

SUMMARY

Administers, plans, and directs all operations, planning, policy, development, and activities for the two County airports; does related work as required.

An employee in this classification is responsible for administering and directing the day-to-day operations and supervising employees, volunteers and contractors performing work in the development/improvement and maintenance of the two County airports. Work is performed under the general direction of the Board of County Commissioners who reviews work primarily based on results attained and for compliance with County, FAA and DEQ regulations. This position provides supervision of the caretakers for the Grants Pass and Illinois Valley Airports and assigns and directs work of volunteer support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Develop and administer operational policies and rules regarding airport security, safety and facility operation and maintenance. Provides supervision to employees and contractors as required, including evaluating, hiring and/or termination.
2. Negotiates, drafts and administers airport leases, contracts and agreements with tenants and contractors with review by Legal Counsel and the Board of Commissioners.
3. Develops, recommends, and monitors airport improvement/development projects; assists in the research, documentation and preparation of federal and state grant proposals and administers grants.
4. Conducts inspections to ensure compliance with State, County, FAA and DEQ regulations.
5. Meets with Airport Board(s) and Commissioners to keep them informed of airport activities and to obtain overall direction and support.
6. Develops and provides the airport budget to the Budget Officer and Board of Commissioners; monitors revenues and expenditures to remain within budgetary constraints.
7. Investigates and prepares reports of accidents occurring at the airports.

8. Responds to inquiries regarding airport services and activities.
9. Maintains appropriate records and prepares reports related to airport programs, projects, and activities.
10. Receives inspections from FAA, Oregon Department of Aviation, DEQ, EPA and others. Respond to inspection reports and ensure corrective action is taken on any discrepancies.

SUPERVISORY RESPONSIBILITIES

Provides supervisory oversight to Airport County employees and any assigned office support staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Thorough knowledge of federal and state regulations and requirements pertaining to visual and instrument flight, airport traffic control and management of airports; airport maintenance requirements and necessary supplies, materials, and equipment. Considerable knowledge of real estate leases and contracts; revenue sources for funding projects; budgeting and record keeping.

EDUCATION AND EXPERIENCE

Bachelor's degree; or five years of progressively responsible airport administrative experience or experience coordinating related multi-functional operations, significant preference for a candidate with a pilot's license including the knowledge and understanding of FAA regulations; and a satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above described duties.

JOB IMPACT

Consequences of error could include exposure to litigation, accidents causing physical injuries and/or deaths and public embarrassment due to unsafe conditions at the Airport and/or non-compliance with applicable regulations.

JOB CONTACTS

This position requires working with federal and state regulatory agencies, County officials, the Airport boards, tenants, and the public.

LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing, maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective relationships with county departments as well as local and regional emergency agencies, and promote awareness and provide information on public health issues.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITIES

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES

Interpret and implement federal, state, and local regulations pertaining to airport operations and safety; communicate effectively both verbally and in writing; make appropriate decisions in emergency situations; establish and maintain effective working relationships with other employees, County officials and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Driver's license; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed primarily in an office environment. However, the incumbent also performs considerable "hands-on" work which is performed at the airports and includes occasional carrying and lifting. The position is impacted by urgent deadlines (changing of leases, grants), and the need to make decisions under pressure (repairs on critical equipment). The incumbent is on-call for emergency situations which are infrequent.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift; and/or move up to 35 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☒	☐	☐
☒	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☒	☐	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	# of pounds = 50			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☒	☐	☐	☐
☒	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☒	☐	☐
☒	Keyboard Operation	☐	☐	☒	☐
☐	Rapid-mental/hand/eye coord.	☐	☐	☐	☐
☒	Operation of motor vehicle	☐	☐	☒	☐

Speech, Vision & Hearing

☒	Distinguish colors	Yes: ☒ No: ☐
☒	Distinguish shades	Yes: ☒ No: ☐
☒	Depth perception	Describe: Needed to drive safely
☒	Ability to hear	Normal Speech Level: Yes
☐	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☐	☒	☐
☒	Wet Area/Slippery	☐	☒	☐	☐
☒	Noise	☐	☒	☐	☐
☒	Dust	☐	☒	☐	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☒	☐	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐