

TOLEDO-LUCAS COUNTY PORT AUTHORITY

POSITION DESCRIPTION

POSITION TITLE: **AIRPORT ADMINISTRATOR**

FLSA CATEGORY: Exempt

DIVISION: Airport

IMMEDIATE SUPERVISOR (TITLE): Airport Director

**POSITION(S) DIRECTLY
AND/OR INDIRECTLY SUPERVISED:** None

POSITION OBJECTIVES:

1. Provide for the efficient operation of the Airport administrative office and furtherance of Airport programs.
2. To coordinate and perform various functions and activities associated with the day-to-day operations of the Airport.

QUALIFICATIONS:

1. High school graduate required. Bachelor's degree in aviation management or similar program or two years of airport/aviation experience preferred;
2. Proficient skill in the use of Microsoft 365 (e.g., Word, Outlook, Excel);
3. Familiarity with aviation terminology;
4. Valid driver license;
5. Satisfactory results on background investigation;
6. Satisfactory results on pre-employment and post-employment psychological and physical examinations (including urinalysis to determine unlawful use of drugs), and written and oral examinations, as administered by appropriate practitioners at the Port Authority's direction;
7. Be insurable and maintain insurability for the operation of motor vehicles;
8. Ability to effectively communicate verbally and in writing;
9. Ability to read and comprehend documents pertaining to Airport operations;
10. Ability to work without direct supervision.
11. Highly organized and detail-oriented; and

12. High performance level and strong team player.
13. Ability to perform all of the essential functions of the position outlined herein without creating a direct or indirect threat to the safety of oneself or others;
14. Must be willing and able to work nights, holidays, and weekends as necessary.

ESSENTIALS FUNCTIONS:

1. Maintain Airport property, including airport terminal, hangars, and out-buildings, by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting vacant units, coordinating repairs; planning renovations; and enforcing occupancy policies and procedures;
2. Perform general administrative duties to support the Division of Aviation Office, including sort and distribute mail, file maintenance; coordinate the sale of surplus items; draft routine correspondence; and assist in the preparation of materials for the meetings of the board of directors;
3. Tabulate and maintain passenger and cargo statistics; maintain cargo entitlement records and prepare/file required reports;
4. Coordinate Passenger Facility Charge applications and amendments.
5. Support several Airport programs to ensure proper execution, including, but not limited to: coordinating the billing of landing fees, preparing invoices for the badging program and fuel sales, and preparing invoices for the sale of surplus items.
6. Prepare leave status reports for Airport Division employees;
7. Ensure the preparation of accurate timecards of Airport Division employees for purposes of payroll;
8. Maintain a list of based aircraft at Toledo Express and Toledo Executive Airports for Port Authority use and prepare reports as necessary; and
9. All other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of that which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions.

Physical demands: While performing the duties of the job, the employee must be able to:

1. Effectively write, talk, see, and hear
2. Operate telephone and computer systems
3. Walk, stand, sit, push, pull, bend, stoop, squat, and stretch

4. Drive a motor vehicle

Work environment: While performing the duties of this position, the employee is exposed to various office and outdoor environments. Within the Airport Safety, Maintenance and Terminal Buildings, the noise level in the work environment is usually moderate. Outside Airport buildings, the noise level may be loud. The employee may be exposed to the weather conditions prevalent at the time and may be exposed to dust, grease, noxious gas or fumes, extreme heat, humidity and vibration.

CONTACTS WITH INDIVIDUALS OR ORGANIZATIONS OUTSIDE THE PORT AUTHORITY:

1. Local, state, and federal government officials.
2. Federal Aviation Administration officials
3. Airport tenants
4. Airline passengers
5. General public
6. Business affiliates

Approved by President/CEO

Date

Last Reviewed: March 2023