

City of Oklahoma City, OK

Airports Director

Annual salary is dependent upon the qualifications and experience of the selected candidate.

The city provides an excellent benefits package.

Application deadline: Monday, September 6, 2021.

The City of Oklahoma City Airports Director position is appointed by the City Manager and reports to an Assistant City Manager. The Airports Director is responsible for a staff of approximately 131 full-time employees, an annual operating budget of approximately \$47 million, and a five-year capital budget of over \$171 million. The Airports Director provides executive leadership and is responsible for planning, directing, managing, and overseeing airport operations; financial and property administration; real estate development; facilities maintenance; airport security; fire protection; air service recruitment; and public relations. The Director also coordinates assigned activities with other City departments and outside agencies and provides highly complex administrative support to the City Manager's Office. The Airports Director also serves as the General Manager of the Oklahoma City Airport Trust (OCAT). The Airports Director and the OCAT operate and manage three municipal airports for the City of Oklahoma City that are organized into five divisions: Administration, Commercial Aviation, General Aviation, Maintenance and Property Management and Development.

The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional knowledge of the field of general and commercial aviation, skill in applying management principles and techniques including budgeting and public administration; and organizational, interpersonal and communication skills. The ideal candidate must possess: Knowledge of and skill applying management principles and techniques including budgeting and public administration. Knowledge of the field of general and commercial aviation. Skill in verbal and written communications. Skill in establishing and maintaining effective working relationships with employees, City officials, general public, etc. Skill in supervising activities of professional and technical staff. Skill in building collaborative relationships with citizens, elected officials, the business community, media, and employees. Skill to develop long-range plans and

evaluating work accomplishments. Skill in preparing and negotiating contracts with airlines, lessee, vendors, etc. Skill in and willingness to make work-related decisions and assume responsibility for all operations of the airports. Possession of a valid driver license (Operator). Preferences: Master's degree in Business Administration, Public Administration, Aviation Administration, or a related field OR equivalent combination of education and experience. Minimum of eight (8) years' progressive airport management experience including four (4) years of mid-to upper-level management experience. NOTE: Employees assigned to the Airports Department must successfully pass a thorough TSA background check including fingerprinting. Drivers with out-of-state licenses must apply for Oklahoma driver licenses at the time they establish residency.

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. The City of Oklahoma City serves approximately 670,000 residents in a four (4) county, 621 square mile area. Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.

To be considered for this exceptional career opportunity, submit your resume (reflecting years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed), cover letter, and a list of six work-related references (who will not be contacted without prior notice) by visiting our website: <https://www.cpshr.us/recruitment/1824>

For additional information, please contact:

Paula Adams
CPS HR Consulting
(916) 471-3350

To view an online brochure for this position visit: <https://www.cpshr.us/recruitment-solutions/executive-search>

City of Oklahoma City website: <https://www.okc.gov>