

**JOB TITLE:** Deputy Director  
**REPORTS TO:** Airport Director  
**CLASSIFICATION:** Exempt Full Time  
**DATE APPROVED:** July 2021

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**JOB SUMMARY:**

Under the general direction of the Airport Director, assists in the management and operation of the Airport. Has the authority to represent and act for the Airport Director in the absence of the Airport Director. Assists in planning, directing, and supervising the daily activities of the airport. Participates in the planning and development for the Missoula Montana Airport. Performs liaison and public relations work in dealing with State and Federal agencies, users, lessees and the general public.

**ESSENTIAL FUNCTIONS AND DUTIES:**

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

Maintains the highest ethical standards and carries out the job duties for the benefit of the public;

Develops, recommends and coordinates guidelines, procedures, rules regulations and policies for the planning and development of Missoula Montana Airport.

Provides key research and advice on development and planning to the Airport Director and MCAA departments.

Assures compliance with Federal, State and local rules and regulations, which are applicable to a public use, certificated, commercial service airport.

Manages Ground Service Program.

Manages Airport Information Technology Program.

Develops and manages, in cooperation with the Marketing Committee, the marketing/advertising program.

Develops and manages airport environmental programs, working with airport staff and tenants as necessary to ensure environmental compliance and development of environmental and sustainability initiatives.

Coordinates Master Planning and the development of a Capital Improvement Plan (CIP). Prioritizes project schedules for the Authority. Provides input to the Airport Director and Financial Manager on programs affecting the annual budget.

Coordinates and participates in planning and construction conferences. Participates in the management of construction activity. Provides oversight for coordination of construction activity with local, state and federal agencies.

Develops, plans and researches business development possibilities for the use of Airport property.

Working with other management staff, assists in coordinating functions of the various departments and provides direction to supervisory staff as necessary. Monitors departments to ensure that work schedules accommodate operational and regulatory requirements.

Provides input to Airport Director for employee performance reports: gives input for application of disciplinary action when necessary.

Participates in union negotiations and labor relations issues.

Performs responsibilities as Airport Disadvantaged Business Enterprise Liaison Officer (DBELO).

Responds to public relations matters and inquiries by the press.

#### **QUALIFICATIONS:**

- Bachelor's Degree, preferably in Airport Management, Business, Economics, or Public Administration, with 5 years related work experience. A mix of airport and airline experience is preferred.
- Membership or eligibility for membership in the American Association of Airport Executives (AAAE) required. Preference for Airport Executive certification (AAE);
- Ability to pass a rigorous 10-year background security check required by the Transportation Security Administration (TSA).

#### **PROFESSIONAL COMPETENCIES AND CHARACTERISTICS:**

In addition to the above qualifications, the following attributes have been identified as being critical to the predictable success of a Deputy Director. Ideal candidates will display:

Knowledge of:

- Principles and practices of business administration;
- Principles, practices, policies and procedures of airport operations, applicable laws, codes and regulations;
- Basic finance, accounting, federal AIP grant procedures, and recordkeeping functions.
- Well-developed entrepreneurial skills, financial concepts, reasoning, and business management skills;
- Principles and practices of goal setting, program development, implementation and evaluation and the management of employees through multiple levels of supervision;
- Techniques for representing the airport in meetings and negotiations with a wide variety of individuals and groups;
- Techniques for making effective public presentations;
- Principles and practices of developing teams, motivating employees and managing in a team environment;
- Significant project management experience.

Ability to:

- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction;
- Operate Snow Operations desk and/or drive snow removal equipment;
- Interact and contribute with sensitivity within a multi-cultural, multi-ethnic and socio-economic diverse community;
- Communicate clearly and effectively, orally and in writing;
- Prepare clear and concise reports, correspondence and other written materials;
- Manage multiple projects and prioritize multiple tasks and demands;
- Delegate authority and responsibility;
- Identify and respond to staff, Board, and community issues, concerns and needs;
- Prepare clear, concise administrative and financial reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;
- Handle sensitive interpersonal situations calmly and tactfully.

## **WORK ENVIRONMENT**

- Work environment is dictated by the activities of the airport; duties will occur both indoors and outdoors, under possible adverse weather conditions. Extended periods in difficult work environments may occur as a result of emergency conditions and weather conditions.
- This work requires the occasional exertion lifting up to 10 pounds with pushing/pulling exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Will spend a large amount of time viewing a computer screen.
- Vocal communication and normal hearing are required for expressing or exchanging ideas by means of the spoken word.
- Work environment noise level is frequently loud. Requires hearing which falls within normal limits for both pure tone and speech, per audiogram.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Use and normal maintenance of office machines, (copier, computer, printer, fax, etc.).
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- Ability to recognize occupational hazards in work activities and take safety precautions.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions