City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Airport Deputy Director of Finance and Administration</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ADFA</td>
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<tr>
<td>Pay Grade:</td>
<td>NU23</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Date Revised:</td>
<td>2/3/2022</td>
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**General Summary:** This position is responsible for ensuring the financial and administrative operations are in accordance with generally accepted accounting principles and local, state, and federal regulations. Acts as Executive Director in his/her absence.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Directs all aspects of airport fiscal management programs including budgeting, accounting, reporting and auditing.
- Prepares, develops, maintains coordinates and implements procedures and policies for the day-to-day operations of the Airport as they relate to finance and administration and ensures compliance with requirements as established by the airport board, city ordinances, state and federal regulations.
- Directs the preparation, presentation, implementation, accounting, reporting and auditing of all airport budgets including Enterprise Fund, Airport Construction Fund, Passenger Facility Charge Fund, Customer Facility Charge Fund, Airport Capital Fund and all other airport funds.
- Directs the Airport Improvement Project Federal grant program in accordance with Title 49 Code of Federal Regulations, Parts 18 and 26, and Federal Aviation Order 5100.20, including planning, accounting, reporting, auditing and compliance assurance.
- Directs the Passenger Facility Charge program in accordance with 14 Code of Federal Regulations Part 158 and Federal Aviation Order 5500.1, including planning, implementation, accounting, reporting, auditing and compliance assurance.
- Directs the Car Facility Charge program in accordance with rental car concession agreements including planning, implementation, accounting, reporting, and auditing.
- Directs the airport’s Disadvantaged Business Enterprise (DBE) program in accordance with 14 Code of Federal Regulations (CFR) Part 23 and 14 CFR Part 26, acts as DBE Program Liaison Officer.
- Directs airport administration functions including advertising, marketing, communications, customer service, development and distribution of airport and air service statistics, web site administration, and preparation, filing and storage of official records.
- Oversees property management and manages all airport tenant and concessionaire lease agreements.
- Prepares bids, specifications and procurements.
- Provides training and oversight of customer relations programs and serves as the Public Information Officer (PIO).
- Selects, hires, assigns, schedules, trains, evaluates and supervises administration personnel.
- Provides key research and advice on the development of the Airport to the Director and Board.
Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university in Airport Management, Business Administration, Finance, Accounting, or related field and three years related experience. Master’s degree and three years financial management experience at a commercial services airport preferred.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. AAAE Certified Member, and/or Accredited Airport Executive is desired. Certified Public Accountant (CPA) with experience in public sector preferred. Must obtain and maintain a Secure Identification Display Area (SIDA) Badge. Must obtain and maintain an airport movement area driver permit within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.