City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Airport Executive Director</th>
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<tr>
<td>Job Code:</td>
<td>ADIR</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU27</td>
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<tr>
<td>Date Revised:</td>
<td>2/3/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for directing the overall operation of Rapid City Regional Airport and serves as a member of the Mayor’s staff, assisting in addressing air-service issues.

**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.*

- Leads, directs and oversees maintenance, security, and compliance of Airport facilities with federal, state and local regulations to ensure a safe aviation environment.
- Develops strategic plan, and assures resources are in place to execute both strategic and day-to-day operating plans.
- Oversees preparation, administration and Board presentation of the annual Airport revenues, expenses and capital improvements.
- Directs, evaluates, and ensures that established policies and procedures are understood and adhered to by airport employees and responds to grievances regarding labor negotiations.
- Contributes to airport growth by regularly meeting with air carriers to attract and maintain air service.
- Ensures coordinated land use development around Airport to include land-use, height and hazard zoning.
- Recommends rates and charges to the Board for aeronautical and non-aeronautical to ensure proper funding of day-to-day operation and development.
- Interacts positively, collaboratively, and effectively with board members, elected officials, local business leaders, agency representatives, media, and members of the public.
- Participates in aviation industry executive conferences; participate in other industry organizational regional meetings and conferences as deemed in the best interest of the airport.
- Attends and represents the airport at FAA meetings, regional airport directors meeting as required or deemed necessary in the best interest of the airport.
- Acts as liaison between the Airport Board and all employees, tenants and government agencies.
- Ensures programs, strategies, and funding for staff development and training.

**Qualifications:**

**Education and/or Experience:**

Bachelors degree in Business Administration, Airport Management or related field and six years progressive experience in Aviation Management field. Master's degree or equivalent in Business Administration, Airport Management or related field and five years progressive experience in the Aviation Management field desired.
Preferred Qualifications and Credentials:

A Master’s degree or equivalent in Business Administration, Airport Management or related field and five years progressive experience in the Aviation Management Field. An Accredited Airport Executive (AAE) or Certified Manager (CM) by the American Association of Airport Executives (AAAE). Knowledge of airport planning, design and construction process.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. Obtain and maintain security clearances as required by the TSA.

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 working environment is primarily indoors in and office setting, however, may be exposed to outside weather conditions on occasion. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. May be exposed to loud engine and other sounds that are typically associated with an airport.

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 frequently required to walk; sit and talk or hear. The employee is occasionally required to stand; use hands and fingers, handle; or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.