

The Truckee Tahoe Airport District is hiring an Aviation and Community Services Associate Program Coordinator. Anticipated hiring date of the successful candidate is September 26th. This position is non-benefitted, full time, and temporary. The length of the assignment is unknown. The compensation for this position ranges from \$21.61 to \$22.69.

POSITION DESCRIPTION

The AVIATION AND COMMUNITY SERVICES ASSOCIATE works as part of a team serving internal and external customers, while reporting to the Director of Aviation and Community Services. The successful candidate will perform multiple tasks of various complexities while accepting guidance, providing input, and developing plans to ensure the success of multiple work units within the Truckee Tahoe Airport District. This position requires the ability to work on multiple, independent programs supporting aviation and community services.

This position interfaces with a wide variety of airport customers, suppliers, and contractors, with professionalism, tact, and courtesy. Keeps records of work performed, develops, prepares, reviews, and renders a variety of reports to both supervisors and outside agencies. Directs effort, organizes resources, and reviews work with attention to detail. Understands, interprets, and applies Federal, State, and local policies governing operations at a public facility. Ensures operations are consistent with occupational and aviation safety policies and procedures.

Uses initiative within scope of responsibilities to enhance customer services and quickly resolve issues. Will perform additional technical duties associated with airport operations, working with subject matter experts to ensure the airport is in compliance with applicable policy. Performs other duties as assigned. Possesses a strong desire to contribute to the improvement of a General Aviation Airport.

TYPICAL DUTIES (not an all-inclusive list)

Aviation & Community Services

- Manage aeronautical and non-aeronautical leasing of District hangars and storage spaces.
- Support Aviation & Community Services Manager with analysis of airport noise issues; prepare reports and studies using all available information to include flight track data, community comments and noise measurements.
- Assist with environmental sustainability programs.
- Work with senior staff to maintain District IT infrastructure such as computers, servers, surveillance cameras, wireless network equipment, and mobile devices.
- Be the primary contact for audio visual services for all District buildings and rooms.
- Support the District's community outreach events.
- Conducts outreach to flight crews and constituents in accordance with District strategies.
- Interprets and applies safety policy and procedures; assists junior employees and customers to enhance safety.
- Work with senior staff to promote aviation safety and safety management systems for internal and external use.
- Assess the results of work and identifies improvements to policy and procedures.
- Provide input to management team, committees, and the Board on issues affecting the airport.
- Ensure airport facilities and equipment are clean, neat, functional, resulting in a first-class operation.
- Collaborate with other public agencies and non-profit organizations as directed by supervisors.

QUALIFICATIONS

- Any combination of training and experience equivalent to an Associate's degree in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a closely related field with demonstrated ability to deal effectively with customers. May substitute experience for a degree on 2 for 1 basis.
- 2+ years of administrative or customer service experience in aviation or a related field.
- Pilot's license, preferred but not required.
- Public agency/Special District experience desired.
- Computer and MS Office aptitude required.

PHYSICAL AND ENVIRONMENTAL FACTORS

Employees perform a wide variety of tasks in both an office and outdoor environment. In the office they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services and telephone and radio communications. Occasionally they will lift packages, office equipment, or furniture. This is a controlled climate environment. Additionally, they will be required to lift and carry boxes, equipment, and bulky items up to 40 pounds. Employees must possess mobility to climb ladders and walk cross country, possess dexterity and occasionally respond rapidly by foot to localized emergencies. Employees must possess reasonable cardio-vascular health, concentration, sufficient muscular strength, and dexterity.

WORK SCHEDULE / COMPENSATION

This position is a non-exempt hourly position. The starting wage is \$21.61 to \$22.69 per hour based on experience and qualification; this position is described in the TRUCKEE TAHOE AIRPORT DISTRICT WAGE SCALE ADOPTED 10/1/2015 as AVIATION & COMMUNITY SVC ASSOC II.

This position works from 8:30 AM to 5:00 PM Monday through Friday. Occasional weekend, holiday, and night work is required. Reasonable schedule flexibility is required with advance notice to provide coverage for District events and required airport/community engagements.

COMMUNITY RELATIONS AND OUTREACH

All employees of the District have a responsibility to promote a positive image of the District and to inform and educate airport users and constituents regarding the District's Mission and Core Values. Employees are charged with studying and understanding the District's community benefit, communication, and outreach strategies. Employees at various times throughout the regular course of work, may be required to participate in community relations programs, services, and events as directed by supervisors. Employees must have the ability and desire to communicate the District's community relations and outreach objectives with people outside the organization, including represent the District to customers, the public, other government entities, and other external sources.