

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

ACCOUNTANT I

ACCOUNTANT II

FLSA: NON-EXEMPT

DEFINITION

To perform a variety of technical and professional accounting duties related to the preparation of financial statements, review of fiscal records, and monitoring of financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing; to process accounts payable, accounts receivable and payroll; and to provide technical support to the Director of Finance and Administration.

DISTINGUISHING CHARACTERISTICS

Accountant I – This is the entry level class in the Accountant series. Positions in this class typically have little or no directly related work experience. The Accountant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Accountant II – This is the journey level class in the Accountant series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level based on the performance of the full scope of work, meeting performance standards, and meeting the requirements of the II level.

SUPERVISION RECEIVED AND EXERCISED

Accountant I

Receives general supervision from the Director of Finance and Administration.

Accountant II

Receives direction from the Director of Finance and Administration.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Prepare invoices related to tenant fees; receive, research and resolved questions and discrepancies.

Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; calculate tenant fees; receive, research and respond to tenant questions.

Process and reconcile customer payments, ensure posting to correct account and invoice.

Prepare schedule for rent increases; notify customers of changes to billing amounts; and prepare lease renewals.

Serve as back up for accounts payable including reviewing and matching invoices, purchase orders and delivery receipts; calculating, verifying and coding invoices and posting to general ledger for payment; and printing checks and processing for signature.

Assist with month end closing of the general ledger; post journal entries and reconcile modules and accounts; prepare correcting journal entries when necessary.

Assist in the preparation, analysis and review of estimated revenues, reimbursements, expenditures, fund balances and budgetary accounts.

Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements; assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.

Analyze and reconcile a variety of payroll records; prepare, process, and maintain payroll records, and transactions, including worker's compensation, State Disability Insurance, and Employment Development Department.

Audit and process timecards; prepare and submit payroll accounting information for data processing; check payroll batches for errors and reconcile differences.

Balance and post payroll transactions to payroll ledgers and reconcile to the accounting system; and balance various other financial transactions with source documents and controls.

Maintain tenant files for rental customers; maintain records of contracts, insurance and information related to sub-leases.

Assist in the preparation, analysis and review of estimated revenues, reimbursements, expenditures, fund balances or other proprietary and budgetary accounts.

Under the direction of the Director of Finance administration, assist with a variety of administrative projects related to the finances of the District.

Answer questions and provide information to the District; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Examine and verify a wide variety of financial documents and reports; prepare a variety of routine financial statements, reports and analyses

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Accountant I

Knowledge of:

Practices, methods, and terminology used in payroll and timekeeping. Principles and practices of routine analytical research.

Principles and practices of generally accepted accounting practices.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office procedures, methods and computer equipment. Principles and practices of customer service.

Principles and practices of excellent customer service.

Ability to:

Learn to apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Prepare, process, review, and check submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Learn governmental accounting principles and practices, including fund accounting.

Learn applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.

Operate and use modern office equipment including computers and applicable software.

Communicate clearly and concisely, both orally and in writing.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

One year of technical or professional accounting experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license.

Accountant II

Knowledge of:

Principles and practices of governmental accounting, auditing, and financial reporting including generally accepted accounting principles, Governmental Accounting Standards Board standards, and grant guidelines.

Pertinent local, State and Federal laws, rules and regulations, especially as related to accounting, auditing, and grants.

Ability to:

Independently apply accounting principles to accounting transactions and financial reports.

Use automated office and computerized financial information systems.

Monitor accounting activities relative to compliance with local, State, and federal requirements and professional standards.

Assist in the review and implementation of new Governmental Accounting Standard Boards Standards.

Understand and ensure proper governmental accounting principles and practices, including fund accounting.

Review and ensure compliance with applicable local, State, and Federal laws, rules and regulations, especially as related to accounting and auditing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

One year of professional accounting experience similar to an Accountant I with the District.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

ACCOUNTING TECHNICIAN

FLSA: NON-EXEMPT

DEFINITION

To perform a variety of technical and clerical accounting functions in support of Director of Finance and Administration and Senior Accountant related to accounts payable and accounts receivable.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform technical and clerical accounting tasks within the Finance and Administration Department. Employees at this level receive instruction and assistance as situations arise and are aware of the operating procedures and policies.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance and Administration and technical and functional direction from the Senior Accountant.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Processes accounts payable including receiving, reviewing, and distributing invoices for coding and signature; review invoices for proper information and coding; track invoices for multiple funds; and prepare for check run.

Print and prepare checks for signature and upload report to bank for fraud protection.

Prepare and maintain a variety of routine spreadsheets; track accounting transactions; reconcile bank statements to ACH and wire transactions.

Receive, research and resolve discrepancies related to accounts payable/receivable; receive, research and respond to inquiries from other departments and vendors.

Assist with the annual audit as it relates to the accounts payable function; provide auditors with requested document and respond to questions.

Prepare end of year reports and 1099's.

Coordinate and oversee employee credit card activities including payment and maintenance of documentation and receipts.

Accounting Technician

Page 2

Prepare daily fuel sales reports; research and resolve discrepancies related to sales; assist District staff and customers with receipts and related issues.

Assist with updating fuel prices and the tracking of sales and price changes.

Perform Point of Sale Reporting and revenue reconciliation.

Prepare bank deposits and deposit receipts ensuring the proper coding of receipts for input into the general ledger system; input receipts into the appropriate accounts receivable software.

File supporting documents related to tasks performed in the Finance/Accounting Department.

Provide backup for employee payroll processing, accounts receivable and District hangar billing.

Assist the Director of Finance and Administration and Senior Accountant with researching, analyzing, and documenting statistical and financial data.

Provide assistance and backup to District Clerk with Board of Directors meetings.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic accounting principles.

Methods, terminology, and practices used in financial and accounting work.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to

work performed.

Principles and practices of excellent customer service.

Ability to:

Perform responsible technical work involving financial and related statistical record keeping.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Perform accurate mathematical calculations using addition, subtraction, multiplication, and division.

Prepare, process, review, and check submitted accounting and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Use and maintain a variety of filing systems and accounting records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and

abilities would be:

Experience:

One year of technical accounting experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with coursework in Accounting, Finance or a related field.

License and/or Certificates

Possession of a valid driver's license and a driving record that allows you to be insured by our insurance carrier.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

AIRPORT SAFETY AND SECURITY MANAGER

FLSA: EXEMPT

DEFINITION

To plan, organize, direct, coordinate and implement the District's aviation, airfield safety, Cal OSHA compliance, and security programs; to provide job expertise in program elements for the District; and to perform a variety of technical level and program management tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for an assigned program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop and implement program goals, objectives, policies and procedures.

Plan, organize and direct District Safety and Security Management program activities including aviation and airfield Safety, Cal OSHA work methods and hazardous materials compliance and safety related training.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Develop and implement a comprehensive safety and security program by compiling, evaluating and determining aviation, ramp, and airfield safety initiatives, programs, and incentives.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Manage the Safety Management System (MSM) including report writing, investigations, data/trend analysis, implementation of hazard mitigations, and policies, processes and improvements for assigned program activities.

Airport Safety and Security Manager

Page 2

Manage Cal OSHA, ground safety and airport specific and hazardous materials programs including reporting and training ensuring compliance with regulatory requirements.

Develop, review and maintain the Airport Emergency Plan; coordinate with and train local law enforcement, fire and emergency medical services in preparation for emergencies; plan and coordinator drills.

Complete workers' compensation documentation in the event of an injury; investigate and identify ways to mitigate future incidents.

Act as Airport safety and security liaison to the annual Air Show and Family Festival including completing all FAA documentation and compliance requirements for FAA; attend Air Show Committee Meetings and assist committee with Air Show production.

Assist and collaborate with Director of Aviation on airspace and aircraft in flight safety programs.

Assist the Director of Aviation in the event of an aircraft incident; coordinate with and provide information to local, State and Federal agencies; participate in the investigation to identify and mitigate future incidents.

Assist District in implementing relevant FAA and TSA Airport Security guidelines.

Act as the District occupational safety manager.

Develop, maintain, and improve access control programs in support of District Rules and Regulations and District Minimum Standards of Conduct.

Manage the District Access Control program ensure compliance with FAA and TSA airport security guidelines, training, credentialing, and enforcement.

Conduct routine security audits of District property, secure areas, and District leased premises.

Serve as District's safety representative for construction projects, community events and special projects.

Develop, prepare, review, and render a variety of reports to both supervisors and outside agencies. Direct effort, organize resources, and review work with attention to detail.

Understand, interpret, and apply Federal, State, and local policies governing operations at a public facility.

Ensure operations are consistent with occupational and aviation safety policies and procedures.

Use initiative, within the scope of responsibilities, to enhance customer services and quickly resolve issues.

Perform additional technical duties associated with airport operations, often working with subject matter experts, to ensure the airport is in compliance with applicable policies.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of aviation and airfield operations and safety.

Principles and practices, methods and technical requirements of airport operations and community relations.

Pertinent local, State and Federal laws and regulations.

Cal OSHA and FAA rules and regulations.

Safe work practices.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Principles and practices of excellent customer service.

Ability to:

Organize and direct operations and activities related to the District's aviation, airfield safety, OSHA compliance, and security programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Train employees, implement and direct occupational and aviation safety program activities.

Interpret and explain pertinent safety requirements and protocols and department policies and procedures.

Prepare and maintain accurate and complete records.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Review and analyze program performance.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Five years of occupational health, risk management, aviation experience or experience in airport operations/management.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Aviation Management, Airport Management, Safety Risk Management, Occupational Health, Aviation Safety, or related field. Significant industry experience and certifications in Aviation and/or occupational health may be substituted for degree requirement at the discretion of the General Manager.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license. Private Pilot's License is highly desirable. Airport Certified Employee (ACE) – Operations certification through AAEE is highly desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month, and one to two other sub-committee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the work day. May be recalled during emergencies, and be required to work occasional weekends/holidays.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

DIRECTOR OF AIRPORT OPERATIONS AND MAINTENANCE

FLSA: EXEMPT

DEFINITION

To plan, organize, direct, and review the activities of the Operations and Maintenance department including the operation, maintenance and construction of the airport's airside/landside activities; to oversee the coordination of emergency services; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification. The Director of Airport Operations and Maintenance duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Operations and Maintenance Department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager

Exercises supervision over maintenance and operations staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Develop, plan and implement department goals and objectives in support of the District's Strategic Plan; administer policies and procedures as they relate to Operations and Maintenance Department activities.

Direct, oversee and participate in the development of department work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Coordinate assigned activities with those of other District departments and with outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present reports and other necessary correspondence.

Review monthly, quarterly, and annual financial reports received from the Director of Finance and Administration and communicate any changes or feedback to department revenues and expenditure; approve and code departmental expenditures in accordance with the annual budget and coach supervisory staff on financial reports.

Assist in the preparation of the annual budget and work plan; prepare and submit for review the budget for the Operations and Maintenance Department; submit cost estimates and justification for capital and purchases equipment; authorize and monitor maintenance and operations-related expenditures; implement monthly adjustments.

Select, train, motivate and evaluate department personnel; provide or coordinate staff trainings; conduct performance evaluations; implement performance management procedures; maintain high standards necessary for the efficient and professional operation of the department.

Provide guidance, development and direction to subordinate supervisors and monitor their performance and the results obtained.

Continuously monitor and evaluate the efficiency and effectiveness of Operations and Maintenance Department service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Oversee the selection and management of outside consultants including deliverables and project budgets.

Oversee the implementation and tracking of safety related training required by CalOSHA.

Identify and plan projects to maintain and/or improve District facilities; develop project plans including budget, staff/contractor resource needs, and obtain necessary permits.

Provide key research and advice on the development of the airport for the General Manager and Board of Directors.

Oversee and manage the Districts aviation and ground fuel programs, including detailed understanding of sustainable aviation fuels, and alternatives to low lead emissions Avgas.

Assist in the coordination, provide oversight, and serve as the Airport's representative for self-funded and FAA funded construction and contractor activities of the airport properties airside, landside, and in the terminal area.

Direct and oversee snow removal, ensuring timely and safe operation of all runways, taxiways, aprons, roads, parking lots and sidewalks within the District's area of responsibility.

Direct Wildlife Hazard Management Plan; mitigates wildlife hazards, prepares reports, maintain records and ensure compliance.

Manage the District's vehicle and equipment replacement program; prepare technical specifications.

Open and close airport to aircraft operations based upon conditions and safety issues.

Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Respond to and resolve difficult and sensitive inquiries and complaints.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Manage the District's property and forest management plans.

Attend professional meetings and conferences, as needed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices related to the operations, maintenance, and management of a general aviation airport.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Advanced project management practices.

Principles and practices, methods and technical requirements of airport management, organization, administration, and operations of related facilities.

Aviation and airport industry standards, policies, practices, standards and rules.

Principles and practices of budget administration.

Principles and practices of leadership, motivation, team building, conflict resolution, and performance evaluations.

Pertinent local, State and Federal laws, rules and regulations.

Principles and practices of organization, administration, and personnel management.

Safe work practices.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Principles and practices of customer service.

Ability to:

Plan and direct the administration and operations of the Operations and Maintenance Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Develop, implement and administer goals, objectives, policies, and procedures for providing effective and efficient services.

Work cooperatively with others, to find reasonable solutions to problems, and build the strength of the team.

Successfully develop, supervise and administer budget and expenditures.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Identify and respond to community and District issues, concerns, and needs.

Think strategically, be innovative to find resolutions to problems as they occur and implement recommendations in support of goals.

Read, understand and interpret plans, specifications and blueprints.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative and technical reports and documents.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Express thoughts effectively to encourage productive dialogue and generate useful information both verbally and in writing.

Be a skilled leader and manager and motivate and develop staff.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Five years of increasingly responsible experience in airport operations/management, including ten years of administrative, management and supervisory experience including successful experience interacting with governmental compliance agencies such as the FAA.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain, a valid California driver's license.

Possession of a valid Pilots license (certificate) desirable.

Project Management Professional (PMP) certification desirable.

Possession of, or ability to obtain a Certified Member (CM) designation by the American Association of Airport Executives (AAAE) within 24 months of first day of employment.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month, and one to two other sub-committee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the workday. May be recalled during emergencies and be required to work occasional weekends/holidays.

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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

DIRECTOR OF AVIATION

FLSA: EXEMPT

DEFINITION

To plan, organize, direct and review the activities and operations of the Aviation Department including environmental protection, leasing and property management for airside and landside real property, information technology, public relations and marketing, business development, land management, management of contracted air traffic control tower, community and noise annoyance outreach, pilot outreach, safety, security and efficiency; to develop, implement and direct programs, events, sponsorship and promotions activities to enhance operations; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification. The Director of Aviation duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Aviation Department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager.

Exercises supervision over management and professional staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Develop, plan and implement department goals and objectives; administer policies and procedures as they relate to Aviation Department activities.

Coordinate assigned activities with those of other District departments and with outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present reports and other necessary correspondence.

Director of Aviation

Page 2

Direct, oversee and participate in the development of department work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Direct, oversee and participate in the development and administration of the Aviation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop and implement strategies for lease management, flight safety, noise annoyance, and FAA land use.

Ensure District compliance with reporting and permitting requirements of federal, state, and local agencies and entities for areas of responsibility.

Develop, implement, and oversee an active Flight Safety program for local pilots in partnership with the FAA.

Manage the District's contracted Air Traffic Control Tower and oversee the utilization of and policies surrounding airspace.

Continuously monitor and evaluate the efficiency and effectiveness of the Aviation Department service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Effectively work with outside partners and stakeholders regarding restoration projects, ensuring compliance with property requirements.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to organizational programs, policies and procedures as appropriate.

Oversee the selection and management of outside consultants and contractors including deliverables and project budgets.

Direct and oversee a variety of special projects to increase the safety and capacity of the District's airspace, airport and airfield.

Develop, execute, and oversee real property leasing including negotiations, policy development and implementation, and evictions; respond to questions, concerns and complaints from tenants, businesses, and outside users of the airport facilities and property.

Direct and oversee hangar lease program activities including FAA inspections and use.

Director of Aviation

Page 3

Develop, execute, and oversee the District's public relations, community engagement, and marketing efforts.

Oversee Aviation Safety program development, support, promotion and documentation.

Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Respond to and resolve difficult and sensitive inquiries and complaints. Serve in the absence of the General Manager.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of special district organization and administration.

FAA regulations, flight safety and US national airspace system.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Advanced project management practices.

Principles and practices, methods and technical requirements of airport management, organization, administration, related facilities, and community relations.

Airport facilities development and aviation services.

Aviation procedures, environmental review procedures, and the role of airport noise impacts in the context of an airport.

Leasing and property management techniques and principles.

Aviation security practices as they apply to general aviation.

Principles and practices of budget administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Principles and practices of organization, administration and personnel management. Safe work practices.

Principles of supervision, training and performance evaluation.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Principles and practices of excellent customer service.

Ability to:

Plan, direct and control the administration and operations of the Aviation Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Develop, implement and administer goals, objectives, policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting. Successfully develop, control and administer budget and expenditures.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Identify and respond to community and District issues, concerns, and needs.

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, procedures, and techniques.

Prepare clear and concise administrative and technical reports and documents.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Five years of increasingly responsible experience in airport operations/management, including three years of administrative, management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain, a valid California driver's license.

Possession of an Accredited Airport Executive (A.A.E.) certificate desirable.

Possession of a Private Pilot license desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required. May be recalled during emergencies, and be required to work occasional weekends/holidays.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

DIRECTOR OF FINANCE AND ADMINISTRATION

FLSA: EXEMPT

DEFINITION

To plan, organize, direct and review the activities and operations of the Finance and Administration Department including finance, risk management and other related support services; to coordinate assigned activities with other District departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position management classification responsible for duties that are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Finance and Administration Department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager.

Exercises supervision over professional staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures related to the operations and activities of the Finance and Administration Department.

Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor work flow; review and evaluate work products, method and procedures.

Direct, oversee and participate in the development and administration of the District and Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments as necessary.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of assigned functions.

Plan, direct, review and participate in financial activities, including but not limited to, maintaining networked computerized accounting systems, treasury functions, revenue collections, purchasing functions, maintaining financial records, maintaining internal controls, and preparing financial statements and reports in accordance with governmental accounting standards.

Oversee the general accounting functions of the District; provide financial support and assistance to District departments; ensure compliance with internal controls and standard accounting practices.

Organize and execute treasury functions; create and manage investment policy for the District's financial assets; transfer funds between accounts to cover expenditures.

Prepare required governmental reports and financial statements, keeping abreast of changes and requirements in governmental accounting and tax procedures to assure compliance with annual audit procedures.

Manage and maintain financial records related to District construction projects including applicable loan payments.

Manage the financial aspects of FAA and other grants; acquire appropriate documentation for draw downs, process and fund grant projects, closeout completed projects, and ensure compliance with grant requirements of federal and state agencies.

Attend Board and committee meetings as required, respond to questions and prepare special reports and analyses as requested.

Manage the District's annual financial audit; receive and respond to Auditor questions and requests for information; continually seek for improvement in internal controls and adherence to GASB and GAAP, state and local protocols.

Maintain and administer District property, fixed asset, and depreciation

Participate in the research, selection and renewal process of District insurance programs, including but not limited to general liability, property, employee medical and dental, and worker's compensation programs.

Administer the District's payroll system; ensure the accurate update of payroll and deduction codes, benefits and pay period/quarterly/yearly reconciliations.

Manage the District's retirement programs including CalPERS and deferred compensation; ensure proper funding and reporting.

Administer risk management functions including workers' compensation, liability/property/business insurance, including annual audits.

Co-administer, with the Human Resources Manager, employee benefits programs and open enrollment.

Administer the District's workers' compensation and employee insurance including annual audits and open enrollment; maintain District insurance policies including property, cyber auto and liability; coordinate with Human Resources Manager as it relates to risk management.

Represent the department and District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles and practices of governmental accounting, cost accounting, treasury management, revenue administration, budgetary accounting, auditing, accounts receivable, accounts payable, and payroll management.

Sales and use tax laws; fuel excise tax laws; leasing and contract law.

Advanced or expert skills in spreadsheet, word processing and data base programs.

Generally accepted governmental accounting principles and procedures as applied to a variety of accounting transactions.

Principles and practices of public sector risk management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training, and performance evaluation.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Principles and practices of excellent customer service.

Ability to:

Plan, direct and control the administration and operations of the Finance and Administration Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze complex financial statements, budgets, tax laws and FAA requirements.

Develop, implement and administer goals, objectives policies, and procedures for providing effective and efficient services.

Gain cooperation through discussion, persuasion and goal setting.

Possess a strong teamwork mentality and the ability to function as part of the District's executive leadership team.

Prepare complex financial statements, reports and analysis, and be able to interpret same from other departments and agencies.

Prepare clear and concise administrative, technical and financial reports.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Maintain confidentiality of sensitive information and data.

Identify and respond to community and District issues, concerns, and needs.

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, procedures, and techniques.

Prepare clear and concise administrative and technical reports and documents.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Seven (7) years progressively responsible experience in governmental accounting and financial work, including at least five (5) years of administrative and management responsibility within a Finance Department.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Finance, Public Administration, Business Administration, or a related field. Possession of an MBA is desirable.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of a CPA or CMA certificate highly desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

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 constitutes 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 the General Manager. 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.

TRUCKEE TAHOE AIRPORT DISTRICT

Job Description

FACILITY MAINTENANCE MANAGER

FLSA: EXEMPT

DEFINITION

To plan, organize, direct, and coordinate maintenance, upkeep, repair, and custodial activities involving District buildings, hangars, fuel storage facilities, and beacon towers; to direct work as planned in the District's Airport Facilities Plan; and to function as building superintendent and systems manager for all District buildings and associated facilities; and perform a variety of technical level and program management tasks relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for an assigned program.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Director of Operations and Maintenance.

Exercises direct supervision over assigned maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Develop and implement a Facilities Maintenance program including: program goals, objectives, policies and procedures.

Plan, organize and direct all building repair, maintenance and construction activities, custodial, and preventative maintenance tasks and programs.

Perform necessary maintenance and safety checks throughout the Airport to ensure a safe and clean environment.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the facility maintenance operations.

Procure and recommend purchases, cost savings measures, and manage inventory control.

Manage the District Facilities Maintenance Plan; work with the District Engineer, District staff and contractors as required to facilitate revisions and updates to the Facilities Maintenance Plan.

Inspect, monitor and maintain a variety of facilities and related structures, including but not limited to, HVAC systems, water and waste systems, fire alarm, suppression systems, and automated building systems.

Inspect, monitor, maintain or oversee the work of District staff and/or subcontractors, in the troubleshooting, maintenance, replacement and repair of various buildings and facilities including HVAC systems, backup generators, water and waste systems, fire alarm and suppression systems, beacon and runway lighting control systems, landscape irrigation systems and elevators.

Establish, coordinate and oversee contractors/vendors related to building repair and ongoing maintenance; ensure services meet the needs of the District.

Participate in a variety of special projects which may include working with contractors and inspectors; review and/or prepare plans and specifications for contract work, interpret contract documents; coordinate and inspect work performed to determine compliance to contract.

Review space and alteration/improvement requests, make technical recommendations, and establish funding for the requests.

Coordinate and review construction and improvement plans for consistency with District standard specifications and details and long-term maintenance and life-cycle costs.

Monitor and review service contracts and agreements; ensure appropriate contracts are in place; work with contractors to resolve issues.

Respond to tenant repair and work order requests and rectify building issues, roads and parking lots.

Establish schedules and methods for providing facilities maintenance services; identify resource needs and review with appropriate management staff; and allocate resources accordingly.

Train District staff, and serve as technical expert, on building maintenance and operating systems.

Serve as liaison with lease tenants regarding building maintenance and repair activities.

Maintain routine and specialized equipment warranties and maintenance agreements for machinery and equipment within District facilities.

Provide technical support the District management as it relates to special projects.

Research and prepare technical and administrative reports; prepare written correspondence.

Respond to and support the Operations and Maintenance Department with air traffic, incidents/emergencies, special events, weather and snow impacts, and other Operations and Maintenance Department needs.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees.

Conduct and maintain records of building safety inspections.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with District employees, District clients, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, methods and technical requirements of building repair, maintenance, and operation of major types of building equipment.

Pertinent local, State and Federal laws and regulations.

Methods, materials, and tools used in the operations, maintenance, and repair of building support systems, buildings, and grounds.

Methods of heating, lighting, and ventilating large buildings. Methods of overseeing and implementing service contracts.

Computerized HVAC, fire, and security systems.

Principles and practices of life safety system design review and inspection.

Methods to estimate costs and materials involved in building alterations.

Principles and practices of project management.

Thorough knowledge of proper safety techniques, and procedures according to District policy.

Principles and practices of leadership, motivation, team building and conflict resolution.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.
Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Aviation security practices applying to general aviation.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Principles and practices of excellent customer service.

Ability to:

Organize and direct operations and activities related to facilities maintenance, repair and operations.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Intermittently, sit while completing forms and reports; walk around job sites; kneel, bend and twist while repairing and maintaining facilities and related equipment; climb up ladders; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds.

Read, interpret, and work from plans, drawings, and specifications.

Use skill in the operation of a variety of hand tools and equipment commonly used in District facilities.

Use boom lift, forklift, ladders, hand tools, power tools or other tools needed to complete duties.

Develop and implement request for quotations (RFQ) and request for proposals (RFP).

Follow written and verbal instructions.

Demonstrate team and leadership abilities, including, but not limited to assertiveness,

organization, empathy, enthusiasm, decisiveness, planning, confidence, accountability, effective delegation, perseverance, and credibility

Prepare and maintain accurate and complete records.

Gain cooperation through discussion and persuasion.

Be available and respond to emergency and/or after-hours "call-outs."

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare and administer a budget.

Understand, interpret, apply, and ensure compliance of all pertinent local, State, and Federal laws, regulations, policies, and procedures relevant to work performed.

Operate and use modern office equipment including computers, applicable software including facilities management software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Seven years of progressively responsible experience in building and facility maintenance or project management.

Training:

Equivalent to the completion of twelfth grade. HVAC, Electrical, Plumbing, or other licenses or trade certifications.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

HVAC, Electrical, Plumbing, or other licenses or trade certifications desired.

WORK ENVIRONMENT

Employees perform a wide variety of tasks in both an indoor and outdoor environment. Indoors they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services, telephone and radio communications, vehicle maintenance, facility repairs, and daily safety tests and inspections. Must be able to respond safely and effectively in repetitively stressful, multi-tasking conditions in an aviation safety environment, maintaining situational awareness of what people, aircraft, and equipment are doing. Rapid analysis, clear, cogent, concise reports, and the ability to follow through require attention to detail and focus. When performing maintenance and line duties employees need to be capable of operating heavy equipment and vehicles with dexterity and concentration. Use of power tools is required for maintenance, so employees must have the dexterity and muscular strength to safely operate them. Employees will be required to perform these often-strenuous duties outdoors or in areas with limited environmental controls. In summer they will be exposed to hot, dry temperatures of up to 95 degrees for extended periods. In winter they will be required to work in cold, dry conditions usually 20-30 degrees, with possible wind chill. Employees must possess mobility to climb ladders and walk cross country, be able to occasionally work up to 50' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies.

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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

GENERAL MANAGER

FLSA: EXEMPT

DEFINITION

To plan, organize, and direct the activities and operations of the District in an effort to maintain and enhance the safety, security and efficiency of the District; to advise and assist the Board of Directors so that the strategic objectives of the airport can be attained; to represent the District's interests with the community and outside organizations; and to ensure Board policies and directives and State and Federal laws are adhered to.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The General Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from a publicly elected Board of Directors.

Exercises direct supervision over management staff and indirect supervision to all District staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop, plan and implement District goals, objectives, workplans, policies, procedures and programs; develops administrative policies, procedures and work standards to ensure that the goals and objectives are met and that services are provided in an effective, efficient and economical manner.

Direct the development, presentation and administration of the District budget; prepare and oversee the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor revenues and expenditures; prepare and present mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the District.

Provide highly responsible administrative staff assistance to the Board of Directors; provide liaison between the Board of Directors and District staff.

Recommend policies for Board consideration; meet and coordinate with department managers related to programs and projects; assign projects and programmatic areas of responsibility;

General Manager

Page 2

meet with department managers to identify and resolve organizational and operational problems both within departments and across departmental lines; ensure the successful completion of programs and projects.

Serve as primary District spokesperson; make public presentations; meet and confer with individuals and groups of citizens; explain and interpret District programs, policies, and activities; review and respond to Board member and citizen requests for service and complaints; negotiate and resolve sensitive, significant, and controversial issues.

Prepare materials for the preparation of Board of Directors agendas; attend Board meetings and present material.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Conduct comprehensive analyses and advise Board of Directors on a wide range of issues, policies, procedures and financial status; prepare and recommend long- and short-term plans for District service provision, asset management, community relations, capital improvements and funding; direct the development of specific proposals for action regarding current and future District needs.

Develop, implement and maintain an adequate system of checks and controls to safeguard District money and property.

Continuously monitor effectiveness of programs to reduce negative impacts of airport operations on the community.

Actively pursue and support the analysis and development of new programs which could benefit long-range success.

Negotiate contracts and agreements; oversee the administration, construction, use and maintenance of all District facilities and equipment.

Serve as the appointing authority for all District employees; oversee the selection, training, professional development and work evaluation of District staff; oversee the implementation of effective employee relations and related programs; provide policy guidance and interpretation to staff; coordinate salary negotiations; serve as final administrative step in grievance appeal process.

Participate on and represent the District to a variety of committees, commissions, meetings, hearings, and other functions.

Research and prepare technical and administrative reports and studies; prepare written correspondence.

Respond to and resolve difficult and sensitive inquiries and complaints.

Direct the preparation of a variety of written correspondence, reports, procedures, monitoring reports and other written materials.

Represent the District at meetings, organizations, service clubs, community organizations and other District, and speak on behalf of the District at these meetings.

Attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of aviation and public administration.

Remain current on national and local issues with current or potential impact on the District; act as a well-informed advisor to the Board of Directors on District functions, activities, financial status and legal, social and economic issues affecting District activities.

Monitor changes in laws, regulations and technology that may affect District operations; implements policy and procedural changes as required.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, Governing Board, other Agency employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of special district administration and operations, especially those of an Airport Special District as defined in California Law.

Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Advanced principles and practices of municipal budget preparation and administration. Principles and practices of organization, administration and personnel management.

Principles and practices of communication that builds and maintains credibility and transparency with citizens, businesses and the community.

Principles and practices, methods and technical requirements of airport management, organization, administration, financing and community relations.

Research and reporting methods, techniques and procedures.

Current social, political and economic trends and operating problems of airport governance.

Functions, authority, responsibilities and limitations of an elected District Board of Directors.

Pertinent local, State and Federal laws and regulation.

Techniques for effectively representing the District in contacts with governmental agencies, interest groups, community groups, the general public and representatives of professional, regulatory, legislative and media groups.

Safe work practices.

Principles of supervision, training, and performance evaluation.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Principles and practices of excellent customer service.

Ability to:

Provide administrative and professional leadership and direction for the District.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve issues related to Agency projects and programs; explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to through written means; and lift or carry weight of 25 pounds or less.

Develop, implement and administer goals, objectives and procedures for providing effective and efficient airport operations and asset management.

Identify and respond to issues, concerns and needs of the Board, airport users and the community.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.

Effectively and fairly negotiate appropriate solutions and contracts.

Gain cooperation through discussion, persuasion and consensus building.

Interpret and apply District policies and procedures as well as Federal, State and local policies, procedures, laws and regulations.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Effectively represent the District in meetings with the groups above. ☐ Interpret, apply and explain complex laws, codes, and regulations.

Prioritize work, coordinate projects and programs and ensure that critical deadlines are met.

Supervise, train and evaluate assigned personnel.

Use tact, initiative, prudence and independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Eight years of progressively responsible experience in airport operations, including four years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain, a valid California driver's license.

Possession of an Accredited Airport Executive (A.A.E.) certificate desirable.

Possession of a Private Pilot license desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required. May be recalled during emergencies, and be required to work occasional weekends/holidays.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

HUMAN RESOURCES MANAGER/DISTRICT CLERK

FLSA: EXEMPT

DEFINITION

To plan, organize, direct, coordinate and implement the District's human resources program; to perform a variety of complex, responsible and confidential duties in support of the Board of Directors and the General Manager; to maintain and manage records, contracts and official documents of the District; to prepare agenda packets, attend meeting of the Board of Directors, and record official meeting minutes; and to provide responsible administrative support to the General manager.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes position that provides full line and functional management responsibility for an assigned program.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the General Manager.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Develop and implement program goals, objectives, policies and procedures.

Plan, organize and direct the District's Human Resources program activities including organizational development and work process change management, workforce planning, staffing, employee relations, employee benefit programs and policies, classification and compensation and recruitment.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Provide consultation to the General Manager and department managers by the application of knowledge and experience in a variety of human resource ("HR") management disciplines.

Participate in the planning, development, and implementation of new and revised HR program elements and innovations; develop and implement new or revised HR processes and procedures.

Conduct, or oversee the conduct, of job analyses of various positions to establish and/or confirm accuracy of job-related qualifications; assist in the analysis and improvement of employment practices.

Complete, or oversee the completion, of compensation studies.

Plan and conduct specific recruitment activities such as internet job posting, developing applicant sourcing and referrals, direct candidate recruitment, preparing and distributing job announcements, and reviewing applications and resumes; participate in the planning, evaluation of alternatives, and the implementation of long range recruitment and selection strategies; establish and maintain networks to solicit candidate referrals to meet future recruitment needs.

Administer pre-employment processing; conduct new employee orientation.

Communicate and administer workers' compensation reporting; support the Safety and Security Manager in regards to ensuring proper postings are in place, employees are aware of the requirement to report accidents and hazards; maintain a supply of reporting forms; provide information to employees on proper form completion and reporting requirements.

Assist in HR training activities and maintenance of training-related employee files and records.

Review, analyze and identify impacts of legislation on the delivery and administration of public sector human resource services; maintain and ensure personnel and benefits files and programs are in compliance with applicable law and District policy.

Administer the District's Cal OSHA confidential compliance and state mandated training programs, including, but not limited to, Workplace Violence, Sexual Harassment Prevention, and drug testing.

Co-administer, with the Director of Finance and Administration, employee benefits programs; review and monitor benefit programs and provide updates to staff and managers.

Serves as administrator for the District's performance evaluation system.

Maintain personnel handbook, updating as required to keep the District in compliance with all applicable laws and regulations.

Develop, coordinate, implement and maintain sensitive and confidential District-wide records, including retention, retrieval, and destruction of records.

Provide staff assistance to the Board of Directors; prepare and post agenda packets; attend meetings; take, transcribe and publish meeting minutes; draft and finalize resolutions, distributing final versions as appropriate

Serve as District Elections Officer responsible for coordinating election procedures with Placer and Nevada Counties.

Administer the coordination and scheduling for the use and rental of District community rooms.

Coordinate filing of Conflict-of-Interest Statements, Campaign statements, and Statement of Facts of Public Agencies; maintain Conflict of Interest Code, ensuring compliance with Fair Political Reform Act.

Consult with labor attorney on matters of significance related to employer/employee relations and to ensure compliance with federal, state, and local laws and regulations.

Receive and respond to calls and visitors with tact and diplomacy; research and respond to requests for sensitive information and assistance; resolve citizen concerns and complaints; advise General Manager on sensitive matters with potential impact to District operations and relationships.

Receive and respond to public information requests and grand jury reports.

Initiate and maintain a variety of files and records of information related to the General Manager's Office; maintain manuals and updates resource materials.

Participate in special projects as assigned; collect and compile a variety of administrative and/or technical information; prepare report of findings.

Independently respond to letters, electronic communication and general correspondence on behalf of the General Manager.

Make travel arrangements, maintain appointment schedules and calendars and arrange meetings, conferences and civic functions for the General Manager, Board of Directors, and District staff.

Schedule, organize and execute a variety of meetings and special events.

Receive and respond to questions from employees regarding benefits and other human resources matters.

Respond to and resolve difficult and sensitive inquiries and complaints.

Research and prepare technical and administrative reports; prepare written correspondence.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, District Council, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices for the management and administration of human resources activities within the public sector including recruitment employee relations, benefit administration, employee development training and recognition, and equal employment opportunity.

Methods for the maintenance and updating of human resources policies and procedures.

Principles, practices, and methods of modern records management policies and procedures and access to public records/information, including rapidly-changing trends in methods and technology.

Pertinent local, State and Federal laws, rules and regulations, including the California Public Records Act, the Ralph M. Brown Act, the California Political Reform Act, the California Elections and Government Codes, and Regulations of the California Fair Political Practices Commission.

Principles and procedures of fiscal and statistical record keeping.

Methods and techniques for data collection and analysis.

Functions and organization of municipal government.

Principles and practices of organizational analysis and management.

Complex filing systems management and document administration.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct operations and activities related to the District's human resources program.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at a desk; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; and lift or carry weight of 25 pounds or less.

Independently perform a variety of analytical duties including research, compilation and report development in support of the Board of Directors and General Manager.

Serve as a technical resource to management, supervisors and staff.

Determine appropriate information needed to assess human resource management issues.

Read and interpret rules, regulations and laws.

Exercise sound decision making skills and proper judgment in the handling of sensitive and confidential matters.

Understand, interpret and explain District policies and procedures; explain operations and problem solve office issues for the public and with staff.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Analyze office operations and technical problems, evaluate alternatives and recommend solutions.

Organize and prioritize a variety of projects and tasks and effectively set priorities and meet critical timelines.

Maintain confidential data and information for executive staff.

Gain cooperation through discussion and persuasion.

Independently prepare a wide variety of correspondence, spreadsheets and other materials.

Compile and maintain complex and extensive records to include statistical records; complete staff reports for oral and written communications.

Review documents for completeness and follow appropriate steps for the retention of records, files and documents.

Exercise tact, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Five years of increasingly responsible experience in planning, organizing, managing, and implementing diversified and complex projects or programs commonly identified within the fields of human resources, including two years of responsible administrative experience involving the development and management of records and legal. Experience in the public sector is desired.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Records Management, Business Administration, Public Administration, or a related field.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certification as a Professional issued by the Society for Human Resources Management (SHRM-CP) is desirable.

Certification by the International Institute of Municipal Clerks is desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month, and one to two other sub-committee/team meetings per month. Attendance at Board Meetings is mandatory and may vary from these hours.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

INFORMATION TECHNOLOGY MANAGER

FLSA: EXEMPT

DEFINITION

To plan, organize, direct, coordinate and implement the District's Information Technology activities; to acquire, secure, train and maintain technical systems across multiple platforms for the Airport District; to monitor and maintain hardware, software and communication systems; and to oversee data collection and report of flight operation metrics.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for assigned programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Aviation.

Oversees the work of outside contractors and vendors.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop and implement program goals, objectives, policies and procedures.

Plan, organize and direct Information Technology program activities including strategic planning for network hardware and software system upgrades, network security, and physical security via access control and camera management.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Select, negotiate with and oversee consultants and contractors; ensure work quality meets District standards.

Collaborate with District departments to implement information system technologies and processes to improve operational efficiency.

Manage the District's technology infrastructure, including servers, workstations, printers, network

equipment, telecommunication equipment, and audio visual equipment in District Community Rooms.

Develop and implement strategic plans related to network hardware and software system upgrades, network security, and physical security.

Provide routine to complex monitoring, repair and maintenance of District technology assets, including, but not limited to computers, servers, ISP, telephone, automated weather system, flight tracking systems, access control and security camera systems.

Serve as District liaison with Non Federal Contract Tower contractor in order to maintain information technology infrastructure and connectivity for contracted services.

Utilize flight tracking systems, finance systems, and security software to analyze data and build reports related to District operations and community annoyance concerns in support of Noise Office and other Directors, Management Staff or Board Members.

Oversee functionality and performance of IT systems to ensure staff and business processes work as required.

Serve as technical expert or as liaison to subject matter experts on software, hardware and associated peripherals to support District management and staff. Train District Staff in hardware and software.

Identify and acquire equipment and services required to maintain IT systems and meet the goals of District management and Board of Directors.

Research and prepare technical and administrative reports and correspondence as required.

Evaluate vulnerabilities, execute remediation, and prepare against cyber security threats and attacks of the District's technology infrastructures.

Develop, administer, and implement cyber awareness training program for District employees and board members.

Research and prepare technical and administrative reports; prepare written correspondence.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern developments, current literature and sources of information regarding information technology, cyber security, and other information systems.

Principles and practices, methods and technical requirements of airport management, organization, administration, and community relations.

Applicable types of cabling systems, and network design.

Pertinent local, State and Federal laws and regulations.

Principles and practices of project management.

Safe work practices.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Modern office equipment including use of applicable computer applications.

Principles and practices of customer service.

Ability to:

Organize and direct operations and activities related to the District's Information Technology program.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Identify and understand various District departmental work processes and procedures; identify, design, and implement software solutions designed to improve processes and increase efficiencies.

Organize and direct operations and activities related to information technology support, analysis, and reporting of aircraft operations.

Troubleshoot computers, servers, networks and other technical devices.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Maintain current knowledge of technological advances and industry trends.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Operate and use modern office equipment including computers and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Four years of progressively responsible experience in airport information technology operations/management.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Computer Science, Information Technology, Electronical Engineering,

Security or Surveillance technology.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license.

Possession of an Accredited Airport Executive (A.A.E.) certificate desirable.

Possession of a Private Pilot license desirable.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work, and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance may be required for Board, CAT, and Community Outreach meetings and events. Employees may be recalled during emergencies and be required to work occasional weekends/holidays.

COMMUNITY RELATIONS AND OUTREACH

All District personnel have a responsibility to promote a positive image of the District and to inform and educate airport users and constitutes 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. Employees must have the ability and desire to communicate the District's community relations and outreach objectives.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

NOISE ANNOYANCE/INFORMATION TECHNOLOGY TECHNICIAN

DEFINITION

To perform a variety of technical duties related to the receipt, research and processing of noise complaints; to perform technical duties to support network and information technology resources and security, and to perform a variety of additional tasks relative to assigned areas of responsibility to support Truckee Tahoe Airport's overall mission.

DISTINGUISHING CHARACTERISTICS

This is a single-level class where employees within this class perform the full range of technical noise annoyance and information technology support tasks within the Aviation Department. Employees at this level receive occasional instruction or assistance as new or unusual situations arise and are fully aware of all applicable operating procedures and policies.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Information Technology Manager.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Receive, research and process noise complaints and respond as required to residents' concerns.

Maintain database of District noise comments, audit for accuracy and analyze for trends.

Listen to audio recordings of radio transmissions as required for processing noise comments.

Communicate to pilots and District constituents about aviation noise and annoyance.

Work with District staff members to help answer questions related to aircraft operations.

Promote noise abatement procedures, flight procedures, curfews, incentive programs, and directives authorized by the General Manager and the Director of Aviation designed to curb community annoyance from aircraft arrival, overflight, and departure and enhance the overall safety of the airport.

Participate in community outreach activities; receive, research and respond to annoyance complaints.

Utilize specialized flight tracking systems to build activity reports related to District operations and to respond to community complaints and requests for information.

Prepare and present monthly, quarterly and annual reports on noise complaints.

Install and configure user computers, printers, and other desktop peripherals such as scanners, or cameras; install and support various software and assist users where applicable.

Support and troubleshoot current desktop operating systems; perform basic diagnostic testing; analyze root cause of problem and develop long-term solutions; identify and report network problems.

Provide technical support in diagnosing and solving problems by telephone or remote access; respond to help desk requests according to urgency and priority levels

Participate in projects related to network infrastructure, software and hardware procurement, or hardware consolidation.

Develop documentation and standard operating procedures as they relate to assignments.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, methods and technical requirements of airport operations.

Pertinent local, State and Federal laws and regulations.

Principles and practices of information technology.

Personal computers, including hardware and software and related peripheral equipment.

Microsoft Windows operating systems and Office productivity software.

Principles and practices of developing and maintaining strong working relationships, internally and externally.

Safe work practices.

Modern office procedures, methods and computer equipment.

Principles and practices of customer service.

Ability to:

Perform a variety of technical duties in support of noise annoyance and abatement and information technology.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use a keyboard for communications; run errands; lift or carry weight of 25 pounds or less.

On a daily basis, maintain a calm and professional demeanor with community members that are disgruntled with aircraft noise.

Provide helpdesk services by assisting to diagnose and repair or instruct users in resolving computer hardware, network and software problems.

Aid staff with Microsoft OS, iOS and Microsoft Office products. Assist with e-mail, internet and use of shared TTAD peripheral equipment and applications.

Organize and maintain electronic file systems and promote industry best practices for content management

Support District overall security and cybersecurity policy, procedures and training.

Communicate clearly and concisely, both orally and in writing in a professional manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of responsible experience maintaining and troubleshooting hardware and software.

Two years of proven customer service experience.

Training:

Equivalent to the completion of the twelfth grade.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month and one to two other sub-committee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the workday. May be recalled during emergencies. The ability to work weekends and holidays are required.

COMMUNITY RELATIONS AND OUTREACH

All employees of Truckee Tahoe Airport 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

OPERATIONS AND MAINTENANCE SPECIALIST

FLSA: NON-EXEMPT

DEFINITION

To perform a variety of skilled maintenance tasks involving the maintenance of vehicles and equipment, fabrication and welding associated with the operations and maintenance of the District including airport safety, aircraft line services, aviation fuel quality control and handling, UNICOM operations, hangar and grounds and facility maintenance, equipment operations and maintenance, snow removal, construction management, and emergency response or to serve as a technical expert in a skilled crafts such as vehicle and equipment maintenance, welding and fabrication, or other skilled trade.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of technical maintenance tasks in support of the operations and activities associated with the Operations and Maintenance Department. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an Operations and Maintenance Supervisor.

May provide technical and functional supervision and/or training to others.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Perform skilled maintenance work involving fabrication and welding and/or vehicle and equipment maintenance.

Inspect, diagnose, and identify mechanical, electrical, electronic, and hydraulic problems and defects; make repairs and adjustments to a wide variety of vehicles and equipment.

Participate in the District's vehicle and equipment replacement program; provide input on technical specifications.

Monitor maintenance schedules for heavy equipment, fleet vehicles and ground service equipment; monitor inventory or parts and maintenance records of scheduled maintenance.

Make field repairs to equipment as necessary.

Estimate time and materials necessary to perform the work; communicate status of repair, maintenance, or fabrication work; purchase supplies and parts as needed; maintain work, time, and materials records.

Take responsibility for a specific operational aspect within the District and manage the operation to include developing and documenting procedures and training other staff.

Prepare and publish operating procedures.

Perform detailed inspections in accordance with Federal, State, and local regulations, identifying and resolving shortcomings.

Perform the duties of an Operations and Maintenance Technician I and II, including but not limited to, tasks associated with the operations and maintenance of the District including airport safety, aircraft line services, aviation fuel quality control and handling, UNICOM operations, hangar, grounds, and facilities maintenance, and equipment operation, construction management, and emergency response.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Advanced methods of airfield maintenance, operations and repair.

Advanced methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of facilities and airfield.

Principles and practices of record keeping.

Facilities construction and repair work and methods, including skilled vehicle/equipment repair and maintenance, fabrication, welding, and/or other skilled trades.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office procedures, methods and computer equipment.

Principles and practices of excellent customer service.

Ability to:

Perform the more complex skilled tasks with the operation and maintenance of District facilities, vehicles and/or equipment.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; remember equipment location.

Intermittently, sit while completing forms and reports, driving and operating equipment; load/unload equipment off truck; walk around job sites; kneel, bend and twist while examining pavement and equipment; climb up ladders; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and occasionally up to 100 pounds.

Perform semi-skilled maintenance, construction and repair work associated with the airfield and terminal facilities.

Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.

Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.

Complete required reports.

Work assigned on evenings, weekend, or holidays; work in a variety of weather conditions.

Perform heavy manual labor for extended periods of time and under all weather conditions.

Operate and use modern office equipment including computers and applicable software.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of responsible experience maintaining and repairing automotive, heavy construction and other power-driven equipment, welding and/or fabricating.

Training:

Equivalent to the completion of the twelfth grade.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of certificate as an Airport Certified Employee (ACE) desirable.

WORK ENVIRONMENT

Employees perform a wide variety of tasks in both an indoor and outdoor environment. Indoors they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services, telephone and radio communications, vehicle maintenance, facility repairs, and daily safety tests and inspections. Must be able to respond safely and effectively in repetitively stressful, multi-tasking conditions in an aviation safety environment, maintaining situational awareness of what people, aircraft, and equipment are doing. Rapid analysis, clear, cogent, concise reports, and the ability to follow through require attention to detail and focus.

When performing maintenance and line duties employees need to be capable of operating heavy equipment and vehicles with dexterity and concentration. Use of power tools is required for maintenance, so employees must have the dexterity and muscular strength to safely operate them. Employees will be required to perform these often strenuous duties outdoors or in areas with limited environmental controls. In summer they will be exposed to hot, dry

temperatures of up to 95 degrees for extended periods. In winter they will be required to work in cold, dry conditions usually 20-30 degrees, with possible wind chill. Employees must possess mobility to climb ladders and walk cross country, be able to occasionally work up to 50' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies.

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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

OPERATIONS AND MAINTENANCE SUPERVISOR

FLSA: NON-EXEMPT

DEFINITION

To plan, organize, direct and supervise a variety of activities related to the operations and maintenance of the District including airport safety, aircraft line services, aviation fuel quality control and handling, UNICOM operations, hangar, grounds and facility maintenance, equipment operations and maintenance, snow removal, construction management, and emergency response; and to perform a variety of technical tasks relative to assigned responsibilities.

DISTINGUISHING CHARACTERISTICS

The Supervisor level recognizes positions that perform full supervisory responsibilities including planning, assigning and evaluating the work of subordinates.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Operations and Maintenance.

Exercises direct supervision over assigned maintenance and operations staff.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the maintenance, repair and construction of District facilities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in airfield, facility, grounds and equipment/vehicle maintenance and operations activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Inspect District facilities to identify maintenance issues and verify work in progress and completed for compliance to applicable standards and specifications.

Operations and Maintenance Supervisor

Page 2

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, materials and supplies; monitor and control expenditures.

Supervise airfield maintenance and upkeep including, but not limited to, the maintenance and repair of runways, taxiway, airfield lighting, pavement, markings, signs, buildings, hangars and other facilities.

Supervise airfield operations including, but not limited to, UNICOM, fueling, tugging and parking of aircraft, lavatory and potable water service, and shuttling of pilots, ensuring airport is operated in accordance with applicable Federal, State, and local rules and regulations.

Supervise and train staff to perform fuel quality control checks and refuel airplanes in a safe and accurate manner.

Supervise and participate in the performance of special construction and/or maintenance projects; coordinate and oversee the work of contractors ensuring compliance with District standards.

Supervise the maintenance and operation of vehicles and light to heavy equipment, including snow removal operations.

Supervise and participate in airport emergency planning activities including developing plans and procedures, coordinating plans and procedures with airport tenants, and mutual aid agencies, and testing plans and procedures in accordance with Federal Aviation Regulation and Transportation Safety Administration (TSA) requirements.

Serve as liaison with management and supervisory personnel of airport tenants, users, and the Federal Aviation Administration (FAA), TSA, and Caltrans.

Supervise and participate in safety, security and parking activities; maintain, monitor and regulate access control gates and monitor District property for suspicious activity.

Respond to field emergencies, coordinating with outside entities in response activities.

Coordinate and participate in special events, such as fly-ins and VIP arrivals and departures, ensuring such functions are conducted in accordance with applicable Federal, State, and District rules and regulations.

Prepare a variety of policies, procedures and technical documents and manuals.

Work with the Director of Operations and Maintenance as required to plan construction projects including budget, bidding, award, inspection and closeout of projects.

Receive and respond to elevated customer service matters.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other Town employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

General aviation aircraft.

Airport ground operations, practices, and procedures.

Principles and practices of aircraft refueling, aircraft servicing procedures, fuel quality control, and fuel testing methods.

Certification inspection requirements and the regulations governing an airport that is part of the National Transportation System used by corporate and general aviation aircraft under authority of the Federal government.

Methods and techniques associated with pavement maintenance and repair and snow removal activities.

Principles and practices of project management.

Equipment, tools, and materials used in the operations and maintenance of the airfield and related facilities.

Aircraft and air traffic control procedures, both in the air and on the ground. Principles and practices of construction management.

Pertinent Federal, State and local laws and ordinances.

Capabilities and operating problems of all types of aircraft.

Weather observation practices.

Principles of supervision, training and performance evaluations. Basic principles of budget monitoring.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office procedures, methods and computer equipment.

Principles and practices of excellent customer service.

Ability to:

Organize, implement and direct airfield operations and maintenance activities including snow removal.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; remember equipment location; remember street names and geographic areas.

Intermittently, sit while completing forms and reports, driving and operating equipment; load/unload equipment off truck; walk around job sites; kneel, bend and twist while examining pavement and equipment; climb up ladders; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds. Identify operational and maintenance problems and take corrective action.

Discuss aircraft operational capabilities with public and traffic controllers and offer practical alternatives to operational problems.

Develop and recommend policies and procedures related to assigned operations.

Perform assigned and skilled equipment operation, construction, and maintenance tasks properly and efficiently.

Perform heavy manual labor for extended periods of time and under all weather conditions.

Communicate clearly and concisely, both verbally and in writing. Perform accurate mathematical computations.

Accurately determine project material needs.

Safely operate equipment and tools.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate and use modern office equipment including computers and applicable software.

Supervise, train and evaluate assigned staff.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Five years of increasingly responsible experience in aviation operations and maintenance.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license. Possession of certificate as an Airport Certified Employee (ACE) desirable.

WORK ENVIRONMENT

Employees perform a wide variety of tasks in both an indoor and outdoor environment. Indoors they must be capable of using a variety of computer stations as well as performing

janitorial/cleaning services, telephone and radio communications, vehicle maintenance, facility repairs, and daily safety tests and inspections. Must be able to respond safely and effectively in repetitively stressful, multi-tasking conditions in an aviation safety environment, maintaining situational awareness of what people, aircraft, and equipment are doing. Rapid analysis, clear, cogent, concise reports, and the ability to follow through require attention to detail and focus.

When performing maintenance and line duties employees need to be capable of operating heavy equipment and vehicles with dexterity and concentration. Use of power tools is required for maintenance, so employees must have the dexterity and muscular strength to safely operate them. Employees will be required to perform these often strenuous duties outdoors or in areas with limited environmental controls. In summer they will be exposed to hot, dry temperatures of up to 95 degrees for extended periods. In winter they will be required to work in cold, dry conditions usually 20-30 degrees, with possible wind chill. Employees must possess mobility to climb ladders and walk cross country, be able to occasionally work up to 50' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

OPERATIONS AND MAINTENANCE TECHNICIAN I

OPERATIONS AND MAINTENANCE TECHNICIAN II

FLSA: NON-EXEMPT

DEFINITION

To perform a variety of semi-skilled tasks associated with the operations and maintenance of the District including airport safety, aircraft line services, aviation fuel quality control and handling, UNICOM operations, hangar, grounds and facility maintenance, equipment operations and maintenance, snow removal, construction management, and emergency response.

DISTINGUISHING CHARACTERISTICS

Operations and Maintenance Technician I – This is the entry level class in the Operations and Maintenance Technician series. Positions in this class typically have little or no directly related work experience. The Operations and Maintenance Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Operations and Maintenance Technician II – This is the journey level class in the Operations and Maintenance Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level based on the performance of the full scope of work, meeting performance standards, and meeting the requirements of the II level.

SUPERVISION RECEIVED AND EXERCISED

Operations and Maintenance Technician I

Receives immediate supervision from an Operations and Maintenance Supervisor.

Operations and Maintenance Technician II

Receives general supervision from an Operations and Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Serve as UNICOM operator, communicating with pilots, coordinating ramp services, providing concise information and advisory transmissions, obtaining and reporting aviation weather observations, and drafting and transmitting approved NOTAMs.

Reconcile daily fuel sales and other sales; prepare deposits; print out and verify accuracy of daily reports.

Provide ramp service to aircraft including fueling, lavatory and potable water service, marshalling and securing aircraft on ramp, tagging aircraft and vehicles for payment, and providing transportation to customers.

Inspect, maintain and repair buildings and aircraft hangars, ensuring compliance with District policies and FAA regulations; interact with tenants to ensure maintenance and repair needs are addressed properly and timely.

Perform airfield inspections, maintenance and repair including the repair of lights, grounds, pavement and signage; perform inspections for Foreign Object Damage (FOD).

Operate light to heavy equipment in the repair and maintenance; perform snow removal.

Perform a variety of semi-skilled tasks including light electrical, plumbing, metal fabrication and carpentry; use hand and power tools in a safe manner.

Participate in special construction and/or repair related projects.

Monitor parking lots and enforce policies.

Respond to airfield emergencies.

Perform ground maintenance including mowing, tree trimming, and vegetation and forest management.

Interface with a variety of airport customers and suppliers, to include pilots and facility tenants, with professionalism, tact, and courtesy.

Conduct accurate fuel sampling/testing; monitor and report bulk fuel availability.

Direct response to Petroleum, Oil and Lubricant (POL) spills; perform immediate action for POL spills and rapidly; report Maintain POL and waste POL logs and records.

Keep records of work performed.

Open and close airport services in accordance with checklists.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Operations and Maintenance Technician I

Knowledge of:

Basic methods, tools, materials and equipment used in construction and maintenance.

Basic principles and practices of record keeping.

Basic facilities construction and repair work and methods, including minor carpentry, plumbing, and electrical.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern office procedures, methods and computer equipment. Principles and practices of customer service.

Principles and practices of excellent customer service.

Ability to:

Learn to perform work in the operations, maintenance and repair of airfield and terminal facilities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; remember equipment location.

Intermittently, sit while completing forms and reports, driving and operating equipment; load/unload equipment off truck; walk around job sites; kneel, bend and twist while examining pavement and equipment; climb up ladders; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and occasionally up to 100 pounds.

Learn to perform responsible duties associated with UNICOM operations.

Safely operate a variety of maintenance equipment, hand tools and power tools.

Work assigned on evenings, weekend, or holidays; work in a variety of weather conditions.

Perform heavy manual labor for extended periods of time and under all weather conditions.

Communicate via radio, understand and apply Federal, State, and local policies governing operations at the Airport, and support safety in an aviation environment.

Operate and use modern office equipment including computers and applicable software. Communicate clearly and concisely, both orally and in writing.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of experience in the construction and maintenance field.

Training:

Equivalent to the completion of the twelfth grade.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of certificate as an Airport Certified Employee (ACE) desirable.

Operations and Maintenance Technician II

In addition to the qualifications for the Operations and Maintenance Technician I:

Knowledge of:

Methods of airfield maintenance, operations and repair.

Methods, techniques, tools and the operational characteristics of mechanical equipment used in the construction and maintenance of facilities and airfield.

Ability to:

Independently perform semi-skilled maintenance, construction and repair work.

Use and operate a variety of vehicular and stationary equipment, hand tools, mechanical equipment, power tools and related equipment required for the work in a safe and efficient manner.

Operate equipment skillfully, safely, and in accordance with traffic laws and regulations; diagnose and resolve equipment problems.

Complete required reports. Effectively control airfield traffic.

Independently serve as UNICOM operator.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of responsible performing duties similar to that of an Operations and Maintenance Technician I with the Tahoe Truckee Airport District.

Training:

Equivalent to the completion of the twelfth grade. License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license. Possession of certificate as an Airport Certified Employee (ACE) desirable.

WORK ENVIRONMENT

Employees perform a wide variety of tasks in both an indoor and outdoor environment. Indoors they must be capable of using a variety of computer stations as well as performing janitorial/cleaning services, telephone and radio communications, vehicle maintenance, facility repairs, and daily safety tests and inspections. Must be able to respond safely and effectively in repetitively stressful, multi-tasking conditions in an aviation safety environment, maintaining situational awareness of what people, aircraft, and equipment are doing. Rapid analysis, clear, cogent, concise reports, and the ability to follow through require attention to detail and focus.

When performing maintenance and line duties employees need to be capable of operating heavy equipment and vehicles with dexterity and concentration. Use of power tools is required for maintenance, so employees must have the dexterity and muscular strength to safely operate them. Employees will be required to perform these often strenuous duties outdoors or in areas with limited environmental controls. In summer they will be exposed to hot, dry temperatures of up to 95 degrees for extended periods. In winter they will be required to work in cold, dry conditions usually 20-30 degrees, with possible wind chill. Employees must possess mobility to

climb ladders and walk cross country, be able to occasionally work up to 50' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies.

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 Managers. 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.

TRUCKEE TAHOE AIRPORT DISTRICT

Job Description

OUTREACH COORDINATOR

FLSA: NON-EXEMPT

DEFINITION

To plan, organize, direct, coordinate and implement the District's Fly Safe program including pilot outreach, and pilot education; to oversee commercial leases; coordinate and lead STEAM educational outreach for the District with outside organizations, to include program development, budgeting and review of impact; and to perform a variety of technical level tasks relative to assigned are of responsibility.

DISTINGUISHING CHARACTERISTICS

The Coordinator level recognizes positions that are responsible for a program area within a department including planning, organizing, and implementing program elements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Aviation.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of program goals, objectives, policies and procedures; establish schedules and methods for the development and implementation of the Fly Safe program; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Plan, organize and oversee the District's Fly Safe Program including pilot outreach, development of seminars, clinics and other educational opportunities, and event planning; gather and integrate feedback from participants into program activities.

Research trends in aviation accidents/incidents and identify ways to mitigate such risks at TTAD for inclusion in pilot education.

Outreach Coordinator

Page 2

Lead coordination and development of Science Technology Engineering Arts & Math (STEAM) programs for District with outside agencies. Develop, organize, and implement STEAM program.

Work with District staff members to help answer comments related to aircraft operations.

Conduct outreach with pilots and passengers to reduce community impact from aircraft operations.

Participate in community outreach activities; receive, research and respond to pilot and community questions.

Serve as local pilot outreach liaison to hangar tenants, student pilots, flight instructors, rental companies, aeronautical operators and other aeronautical service providers, visiting pilots, flight crews, and passengers.

Implement strategies for marketing the District's Fly Safe Program.

Instruct pilots on use of flight simulator.

Perform a wide variety of general administrative work for assigned program; create and maintain files; maintain accurate and detailed records; verify accuracy of information and research discrepancies; enter data into computer; type and proofread a variety of documents including general correspondence, reports, and memoranda.

Plan, organize and coordinate commercial leasing activities related; prepare lease agreements and maintain and update tenant records.

Investigate complaints and recommend corrective action to resolve issues stemming from the utilization of commercial spaces.

Annually review each commercial lease, (OBL), and integrate with the Accounting department to ensure consumer price index changes are recorded and completed with the tenant.

Attend monthly Board Meetings; construct and present the monthly, quarterly and annual reports.

Provide technical support the District management as it relates to special projects.

Support the coordination of the hangar inspection program, ensuring compliance with FAA regulations.

Support the coordination and collaborate closely with District Legal Counsel regarding tenant evictions as needed.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, methods and technical requirements of airport operations and pilot education.

General aviation airport operations.

Pertinent local, State and Federal laws and regulations.

Basic noise and annoyances impacting the community.

FAA Grant Assurances, Advisory Circulars, and Bulletins related to pilot safety and commercial leases.

Principles and practices of program management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Local aviation safety issues.

Use of flight tracking systems.

FAR Part 91, 135, and 91K

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Safe work practices.

Modern office equipment including use of applicable computer applications.

Principles and practices of developing and maintaining strong working relationships,

internally and externally.

Safe work practices.

Modern office procedures, methods, and equipment including computer equipment.

Principles and practices of customer service.

Ability to:

Organize, implement and coordinate the District's Fly Safe Program.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry weight of 25 pounds or less.

Effectively identify and provide training content for pilots.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Operate and use modern office equipment including computers and applicable software including spreadsheets.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Four years of increasingly responsible experience that involve a high level of customer service in airports, airlines or flight departments.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid private pilot's license is required.

Possession of an Instrument and Commercial License is preferred.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month, and one to two other sub-committee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the workday. May be recalled during emergencies. The ability to work weekend and holidays are required.

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 constitutes 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 Managers. 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

Outreach Coordinator

Page 6

external sources.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

PROPERTY COORDINATOR

FLSA: NON-EXEMPT

DEFINITION

To plan, organize, direct, coordinate and implement the District's property management activities; to provide job expertise in program elements for the District; to manage the leasing of hangars; and to perform a variety of technical level tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Coordinator level recognizes positions that are responsible for a program area within a department including planning, organizing, and implementing program elements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Aviation.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Recommend and assist in the implementation of program goals, objectives, policies and procedures; establish schedules and methods for property and hangar lease management; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Plan, organize and oversee District property management and the leasing of hangars and storage spaces; prepare lease agreements and maintain and update tenant records.

Plan, organize, oversee, and implement FAA hangar use program ensuring compliance with FAA regulations; oversee the coordination of and collaborate closely with District legal counsel regarding tenant evictions as needed.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Manage airport tenant customer relations activities as they relate to hangar rentals; work closely with the Operations and Maintenance Department to ensure a smooth transition of outgoing and incoming hangar tenants in regard to Hangar Leases and customer service.

Investigate complaints and recommend corrective action to resolve issues stemming from the utilization of hangars.

Coordinate and oversee use of District hangars for community/non-profit use and special events or for impacts related to construction or other activities on the airfield.

Provide support to the District's community sponsorship program including communicating program requirements.

Communicate regularly with tenants regarding pending areas of concern and future changes.

Maintain and update tenant records including compliance and lease documents; annually review leases and integrate with the Accounting department to ensure consumer price index changes are recorded and completed with the tenant.

Manage the annual tenant review letter/program which outlines all annual activities and summarizes potential future encumbrances for the leasehold.

Maintain the content lease management system.

Serve as backup with regard to the District's commercial lease activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary resolve issues stemming from the utilization of hangars.

Research and prepare technical and administrative reports; prepare written correspondence.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, methods and technical requirements of airport operations and community relations.

Pertinent local, State and Federal laws and regulations.

Principles and practices of program management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Airport and California Property Rights law.

FAA Grant Assurances, Advisory Circulars, and Bulletins related to hangar and aeronautical property use.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Budgetary procedures and techniques.

Principles and practices of developing and maintaining strong working relationships, internally and externally.

Safe work practices.

Modern office equipment including use of applicable computer applications.

Principles and practices of customer service.

Ability to:

Organize, implement and coordinate property management and hangar lease program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Analyze data and communicate information to District constituents.

Operate and use modern office equipment including computers and applicable software.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Four years of general property leasing and management experience or experience in airport operations/property management or airport related fields of law.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license. Certification/License in in legal affairs and/or real estate.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Occasionally, work will be required in the evenings to accommodate meeting schedules that usually include one to two all-day Directors' meetings per month, and one to two other sub-committee/team meetings per month. Occasionally perform work in the field to supervise and accomplish assigned tasks that may involve walking across uneven terrain in either hot or cold weather conditions while carrying light equipment. Ability to climb stairs throughout the workday. May be recalled during emergencies and be required to work occasional weekends/holidays.

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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

PUBLIC RELATIONS COORDINATOR

FLSA: NON-EXEMPT

DEFINITION

To plan, organize, direct, coordinate and implement activities that support the District's public and community outreach efforts including aviation and local non-aviation communities and general airfield operations and management; to oversee and manage the District's website; and to coordinate the District's sponsorship program; and to perform a variety of technical level tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Coordinator level recognizes positions that are responsible for a program area within a department including planning, organizing, and implementing program elements.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Aviation.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Recommend and assist in the implementation of program goals, objectives, policies and procedures; establish schedules and methods for public and community outreach; implement policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Plan, organize and oversee community outreach and public relations program activities including onsite and offsite special events, local community events, out of area events, speaker series, and special functions; oversee District marketing and event advertising.

Participate in the development of a budget related to assigned operations; participate in the forecast of additional funds needed for equipment and materials; administer approved budget.

Manage and maintain the District's website and ensure the posting of current, accurate and relevant information; coordinate with other departments to identify and collect pertinent information to be posted to website.

Draft, design and coordinate written media materials, press releases, media advisories, notices, community publications, radio live reads, design ads and regular community publications.

Manage the District's social media activities; create and post informational items.

Oversee the District's philanthropy programs; receive and respond to questions pertaining to sponsorship criteria and process; coordinate the receipt and review of sponsorship applications; recommend sponsorship award to Board of Directors.

Provide technical support to the District management as it relates to special projects.

Facilitate District wide "open lines of communications" between management, staff, board members, customers and the community to maintain and improve working relationships, employee knowledge, customer service and community outreach.

Coordinate with property management staff on airport tenant customer relations and marketing as they relate to hangar rentals; work closely with other staff members to manage hangar leases and customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve issues related to public and community outreach.

Research and prepare technical and administrative reports; prepare written correspondence.

Represent the District to outside agencies and organizations; participate in outside community and professional groups and committees.

Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, methods and technical requirements of public and community relations.

General aviation airport operations.

Public information and marketing practices.

Media relations practices.

Online communication technology and website publishing.

Pertinent local, State and Federal laws and regulations.

Principles and practices of program management.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of organizational analysis and management.

Principles and practices of developing and maintaining strong working relationships, internally and externally.

Use of social media.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.

Budgeting procedures and techniques.

Modern office equipment including use of applicable computer applications including HTML, Adobe, Publisher, and Power Point.

Safe work practices.

Principles and practices of customer service.

Ability to:

Organize, implement and coordinate operations and activities related to community outreach and public relations activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Create and implement effective marketing campaigns.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Operate and use modern office equipment including computers and applicable software including HTML Design, Content Management Integration, Mail/List Serve, basic Adobe platform proficiency, and imagery format experience using Photoshop or similar.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing including the preparation and delivery of public presentations.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Four years of progressively responsible experience in public and community outreach.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Aviation Management, Business Administration, Public Administration, Public Affairs/communications, or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and work stations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required. May be recalled during emergencies, and be required to work occasional weekends/holidays.

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 constitutes 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 Managers. 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.

TAHOE TRUCKEE AIRPORT DISTRICT

Job Description

SENIOR ACCOUNTANT

FLSA: EXEMPT

DEFINITION

To organize, assign, and review the work of staff engaged in technical accounting activities; to perform the more complex and responsible technical and professional accounting duties related to the preparation of financial statements; to review fiscal records and monitor financial transactions in accordance with prescribed accounting systems and generally accepted principles of accounting and auditing; to process accounts receivable and payroll; to reconcile general ledger accounts and assist in preparing the District's annual budget; and to provide responsible support to management in areas of expertise.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Accountant series responsible for performing the most complex, difficult, and responsible assignments, projects, analyses, and programs assigned requiring advanced knowledge of the concepts, practices, procedures, and policies of the District and governmental accounting. Assignments at this level have a significant impact on the District's accounting functions. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, and/or effectiveness in meeting requirements and expected results. This class is distinguished from the Director of Finance and Administration in that the latter has full management authority for planning, organizing, and overseeing the full scope of the Finance and Administration Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance and Administration.

Exercises technical and functional direction over and provides training to lower-level staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, prioritize, and review the work of staff assigned to technical accounting duties in the preparation and processing of accounts payable, accounts receivable, and cash receipt processing.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts.

Provide or coordinate staff training; work with employees to correct deficiencies.

Maintain proper internal controls and ensure compliance with District policies and procedures and Generally Accepted Accounting Principles (GAAP).

Calculate, verify, and post property lease billings; generate invoices; and perform collection on past due accounts.

Assist in the preparation, analysis and review of monthly financial statements, and fund balances.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for and monitor and control expenditures.

In conjunction with the Director of Finance and Administration, participate in the annual audit work, record keeping, and control checks; assist the Director of Finance and Administration as a staff liaison to the outside auditors.

Examine accounting transactions to ensure accuracy; correct financial records as necessary; analyze, verify, and prepare various financial reports and statements.

Assist in monitoring various accounts and verify availability of funds and accurate coding and classification of revenues and expenditures; research and analyze transactions to resolve problems.

Oversee the daily FBO revenue function including reporting and reconciliation of revenue to payments.

Analyze and reconcile a variety of payroll records; prepare, process, and maintain payroll records, and transactions, including worker's compensation, State Disability Insurance, and Employment Development Department.

Audit and process timecards; prepare and submit payroll accounting information for data processing; check payroll batches for errors and reconcile differences.

Balance and post payroll transactions to payroll ledgers and reconcile to the general ledger; and balance various other financial transactions with source documents and controls.

Fund all payroll deductions electronically and reconcile payments to the general ledger at the close of each payroll cycle.

Maintain accounting electronic tenant files for rental customers; maintain records of contracts, insurance and information related to sub-leases.

Review a variety of accounting transactions for accuracy; make necessary corrections and prepare journal entries; prepare journal entries, adjusting entries and reconciliation of general ledger accounts; review monthly financials and analyze variances.

Conduct a variety of analytical and operational studies regarding departmental activities; evaluate alternatives, makes recommendations, and assist with implementation of policies and procedures.

Interpret, explain, and apply general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of the District.

Answer questions and provide information to the District; research requested information and make recommendations appropriate to resolving inquiries and/or complaints.

Examine and verify a wide variety of financial documents and reports; prepare a variety of routine financial statements, reports and analyses.

Perform technical duties in support of automated financial system implementation, processes, procedures, modifications, and maintenance; train staff on system functionality as required.

Maintain and update District accounts receivable system applications and remain current on developing technology in this field, including hardware and software.

Attend meetings, conference, workshops, and training sessions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting.

Represent the District with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion, and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of providing technical and functional direction and training to staff.

Advanced principles, practices, and methods of governmental accounting and financing, including accounts receivable, accounts payable, payroll, budgeting, account reconciliation, and internal controls.

Applicable federal, state and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

Practices of researching complex accounting and financial issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.

Principles and practices of Generally Accepted Accounting Principles and internal control.

Mathematical principles and statistical methods.

Principles and practices of technical and functional supervision and training.

Safe work practices.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Techniques for providing a high level of customer service by effectively dealing with public vendors, contractors, tenants and staff.

Principles and practices of excellent customer service.

Ability to:

Plan, organize, and coordinate the work of assigned staff.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Provide technical and functional supervision over assigned staff; effectively train staff.

Inspect the work of others and maintain established quality control standards.

Apply accounting principles to the maintenance and reporting of financial and accounting transactions and audit of financial records.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Department and District goals.

Research, analyze and evaluate new service delivery methods, procedures, and techniques.

Prepare, process, review, and check submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations.

Understand governmental accounting principles and practices, including fund accounting.

Understand, interpret, apply, and ensure compliance of all pertinent local, State, and Federal laws, regulations, policies, and procedures relevant to work performed.

Operate and use modern office equipment including computers, applicable software, and modern business equipment.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate clearly and concisely, both orally and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of District goals, objectives and activities.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Two years of increasingly responsible professional accounting, budget or financial analysis experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Business or Public Administration, or a related field.

License and/or Certificates

Possession of, or ability to obtain an appropriate and valid driver's license.

WORK ENVIRONMENT

Employees in this classification perform a wide variety of administrative tasks indoors. Employees generally utilize computers for the majority of work and workstations are equipped to mitigate exposure to computer/keyboard related issues. The person in this position must be able to respond effectively in an occasionally stressful, multi-tasking environment. Attendance at night, weekend and offsite meetings is required.

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 constitutes 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 Managers. 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.