

TRUCKEE TAHOE AIRPORT DISTRICT

AVIATION AND COMMUNITY SERVICES ASSOCIATE II PROGRAM COORDINATOR

POSITION DESCRIPTION

The AVIATION AND COMMUNITY SERVICES ASSOCIATE II works as part of a team serving internal and external customers, while reporting to the Director of Aviation and Community Services. The successful candidate will perform multiple tasks of various complexities while accepting guidance, providing input, and developing plans to ensure the success of multiple work units within the Truckee Tahoe Airport District. This position requires the ability to work on multiple, independent programs supporting aviation and community services. This position is described as the AVIATION & COMMUNITY SVC ASSOC II within the current Truckee Tahoe Airport District Wage Scale adopted October 1, 2015.

This position interfaces with a wide variety of airport customers, suppliers, and contractors, with professionalism, tact, and courtesy. This position keeps records of work performed, develops, prepares, reviews, and renders a variety of reports to both supervisors and outside agencies. This team member directs effort, organizes resources, and reviews work with attention to detail. In this capacity this individual understands, interprets, and applies Federal, State, and local policies governing operations at a public facility. This position helps ensure operations are consistent with occupational and aviation safety policies and procedures. This person uses initiative within their scope of responsibilities to enhance customer services and quickly resolve issues. They also perform additional technical duties associated with airport operations often working with subject matter experts to ensure the airport is in compliance with applicable policies. This job completes other tasks as assigned by the Director of Aviation and Community Services. The successful candidate will possess a strong desire to contribute to the improvement of a Regional General Aviation Airport.

TYPICAL DUTIES (not an all-inclusive list)

General

- Perform data entry on various systems.
- Maintain master files and print reports.
- Perform basic data collection and analysis.
- Operate and maintain computer systems, audio visual systems, wireless devices and computer building management systems.

Safety Initiatives

- Manage and improve Aviation Safety Management Systems.
- Develop aviation safety initiatives, programs, and incentives.
- Act as the District occupational safety coordinator.

Access Control & Security

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

QUALIFICATIONS

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

PHYSICAL AND ENVIRONMENTAL FACTORS

Employees perform a wide variety of tasks in both an office and outdoor environment. In the office they must be capable of using a variety of computer stations as well as performing miscellaneous services and telephone and radio communications. Occasionally they will lift packages, office equipment, or furniture. This is a controlled climate environment. When performing other duties, employees need to be capable of operating some equipment with dexterity and concentration. Additionally, they will be required to lift and carry toolboxes, equipment, and bulky items up to 50 pounds. 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 100' above ground, possess dexterity to control fueling mechanisms and occasionally respond rapidly by foot to localized emergencies. Employees must possess reasonable cardiovascular health, concentration, sufficient muscular strength, and dexterity.

WORK SCHEDULE / COMPENSATION

This position is a non-exempt hourly position. The starting wage range for a candidate is \$ 44,728 per year to \$51,695 per year based on experience and qualification; this position is described in the attached TRUCKEE TAHOE AIRPORT DISTRICT WAGE SCALE ADOPTED 10/1/2015 as AVIATION & COMMUNITY SVC ASSOC II. Advancement opportunity will be dependent upon performance, additional training, responsibility, aptitude, District resources and job description per District policy.

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

COMMUNITY RELATIONS AND OUTREACH

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