



The City of Fullerton, California

invites your interest in
the position of

Airport Manager

City of Fullerton Engineering



The Engineering Department provides administration, design, and construction management for the City's Capital Improvement Program (CIP). This responsibility also includes deficiency surveys of the existing infrastructure system, coordination of CIP projects with other City departments, compliance with the National Pollutant Discharge Elimination System (NPDES) and administration of several special funding sources such as Measure M, Gas Tax and Sanitation funds.

The Fullerton Municipal Airport is the only general aviation airport in Orange County and is designated by the FAA as a reliever airport in the National Plan of Integrated Airport Systems.

The Position

Under general direction from the Director of Engineering, the Airport Manager plans, organizes and manages and coordinates the operations of the Fullerton Municipal Airport including the internal security of airport property, buildings, facilities and privately owned aircraft and acts as the City's representative for aviation matters.

In addition, the successful candidate will prepare the Airport Division budget, capital improvement programs and the annual report; administer the expenditure of funds, implement the airport division budget and supervise the maintenance of financial and cost records; keep informed and make recommendations regarding regulations, legislation and technical developments affecting airports, aviation activities and the community; meet with the public, civic organizations, airport users/tenants and concessionaires to stimulate interest in



the airport, promote good will, resolve problems, process complaints or requests and promote good relations; develop leases, contracts and rental agreements involving airport properties and facilities, to include the timely collection of fees and rents and explain, interpret and enforce provisions of airport contracts/agreements and regulations; plan and recommend current and future facility and service needs including building space arrangement and allocations; and manage the selection of, train, supervise and evaluate assigned staff.

The Airport Manager manages a staff of four including an Airport Services Lead Worker, two Airport Service Workers and a Clerical Assistant III with an annual budget of approximately \$1.6 million.

The Fullerton Community



Approximately 22 square miles in size and the seventh largest city in Orange County, Fullerton is a dynamic and diverse community of 135,000 residents who enjoy 900 acres of parks and trails, and a revitalized historic downtown area.

Fullerton's historic buildings, tree-lined streets, specialty shops and restaurants, and the Downtown Fullerton Market all contribute to a small town atmosphere while a myriad of recreational, cultural and educational opportunities are available through 52 parks and 28 miles of hiking, biking and equestrian trails, two 18-hole golf courses, five universities and colleges, two public libraries, an arboretum, and a number of cultural and community centers. Fullerton is home to one of Southern

Why Choose Fullerton



The City is currently in the early phases of an economic development plan that identifies the Fullerton Airport as a key component. The person hired will be in a key management position to lead this element of the economic development plan.

The Airport Manager has significant interaction with operating departments including Fire, Police, Maintenance Services and Engineering and works closely with a variety of individuals including contractors, vendors, pilots, airport customers, user groups, interest groups, the public and public/private representatives. This position is ideal for a practicing Airport Manager seeking to broaden his or her skills in a City with larger scale operations or a Airport/Aviation Analyst ready to move into a leadership role.

The City of Fullerton encourages professional development through our tuition reimbursement program, training opportunities and involvement in the leadership of professional organizations. An incumbent will have the daily opportunity to exercise and hone his/her skills on a variety of municipal airport management challenges.

The Ideal Candidate

The City seeks an Airport Manager with a Bachelors Degree in Aviation Management, Public Administration, Business Administration, or a related field ; certification as a valid Federal Aviation Administration Pilot and Accredited Airport Executive designation is desirable as is at least four years of progressively responsible professional level experience in municipal airport administration including two years of supervisory experience.

The ideal candidate:

- Is knowledgeable in airport organization, management and operation to include maintenance and security practices and methods.
- Has experience developing and implementing plans for aviation related economic development opportunities
- Is a team player.
- Projects a strong leadership presence.
- Is a proactive problem solver who is able to provide viable solutions to complex and challenging assignments.
- Is highly skilled in conflict resolution.
- Is able to work independently and demonstrates sound judgment
- Is an effective communicator orally, in writing and in presentations before the City Council.
- Has a strong customer service orientation.
- Is well organized and capable of managing multiple projects and priorities.
- Is skillful in establishing positive working relationships.

California's most vibrant historic downtowns, including a major transportation center serving 3,000 rail and bus passengers daily – the center focus of our award winning plan to create a mixed use, transit-oriented community to further enhance the appeal our of downtown.

Located just 20 miles south of Los Angeles with access to two major freeways, Fullerton is also a short drive from beaches, mountains and the desert. Major nearby attractions include Disneyland, major sports facilities for the Angels and the Ducks, water and theme parks, and performing arts centers.

Fullerton is a General Law city and operates under the Council-Manager form of government, and has approximately 630 employees and a budget of \$165 million.



Salary and Benefits

\$89,924—\$109,303

**FOR AN APPLICATION
PACKET, PLEASE
CONTACT:
Human Resources
Department**

Fullerton City Hall
303 W. Commonwealth Ave.
Fullerton, CA 92832

Phone:
(714) 738-6361

Email:
HumanResources
@cityoffullerton.com

Web:
www.cityoffullerton.com

Questions may be directed to
Laura Giannetti-Mercer,
Personnel Services Manager,
at the above email or
telephone.

The City offers an attractive benefits package including:

- Eleven holidays, vacation benefits and four days of management leave each year.
- Tuition reimbursement of up to \$2,500 for job-related education.
- Participation in the California Public Employees' Retirement System (CalPERS). Fullerton does not participate in the Social Security retirement system.
- Personalized benefits alternatives, including a tax-free reimbursement plan, choice of health insurance coverage with Blue Cross (HMO or PPO) or Kaiser and dental insurance. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.
- City-paid life insurance equal to annual salary.
- City-paid long-term disability insurance.

Selection Procedure

In order to participate in the selection process, a completed City application, resume and supplemental questionnaire must be received in the Human Resources Department by February 28, 2013. A resume will not be accepted in lieu of any portion of the City application.

Application packets will be thoroughly reviewed. Those candidates whose applications clearly show they most closely meet the needs of the city in terms of training, experience, education and other job-related characteristics will be selected to continue in the recruitment process. This process may include a writing exercise, assessment center, oral board or other assessment instruments.

The finalists will be subject to an in-depth background and reference check. The appointee must pass a City paid medical examination before the appointment can be confirmed. The final selection will be made by the Director of Engineering.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply. Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.

