

**City of Pendleton**

**Job Description**

 **Airport/Economic Development Director**

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| --- | --- |
| **Department**: Airport  | **FLSA**: Exempt |
| **Reports to**: City Manager  | **Representation**: Unrepresented |
| **Pay Range**: 3, Department Head Scale  | **Date**:  |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Plans, directs and administers the overall operation of the Regional Airport facilities and surrounding airport commercial, residential, and industrial properties. Directs the activities of the City's economic development program; assists developers and the public in accomplishing development projects; assists with business expansion and business recruitment projects; does related work, as required, in accomplishing the goals and objectives of diversified, compatible economic and industrial growth and job creation.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. **Airport Management** Develops and administers operational policies and rules regarding airport security, safety, crash rescue and facility operation and maintenance. Develops, recommends and monitors airport improvement and development projects. . Insures maximum opportunity to obtain grants. Oversees airport inspections to ensure compliance with city and FAA regulations.
2. **Financial Management** Plans, develops and manages the Airport and Economic Development budget; maintains budgetary control and is accountable for expenditures within approved department budget.
3. **Property Management** Negotiates and administers contracts and agreements with tenants for land and commercial leases. Assures that properties are maintained in good condition. Performs research necessary to establish market rates for leases.
4. **Public Relations** Responds to inquiries from citizens, media and professionals regarding airport services, economic development information and other activities. Liaison with federal and state regulatory authorities and with users and tenants of airport facilities. Routinely meets with local businesses, the City Manager, and other stakeholders to support and promote job growth and economic expansion.
5. **Economic Development Program Promotion** Provide information to local businesses on Federal, State, and local economic development programs. Formulates plans and programs to attract new business. Assist the City in identifying and addressing weaknesses and threats to economic development. Recommend program improvements as needed. . Responds to all business leads of interest to the City.
6. **Marketing** Market existing industrial lands available for development. Assist in advancing the readiness of industrial lands to be developed.
7. **Research** Conduct business information research, analyze and interpret fiscal, demographic, market, and other business-related economic data. Monitors availability of land and buildings to maintain a comprehensive record; gathers, tabulates, and analyzes data, and prepares in suitable report form, information relative to economic conditions and projections
8. **Job Creation** Work with area educators and workforce development agencies to strengthen the workforce. Communicate with stakeholders about the efforts to attract/create jobs and strengthen the partnerships with the City. Develop relationships with businesses to promote the availability of assistance for job creation.
9. **Enterprise Zone** Manages the City’s Enterprise Zone program.  Informs potential new industry, and expansion of existing industry of incentives with the EZ program.  Works with the County Assessor to review and approve/disapprove applications for Zone benefits.  Keeps records of all applications and approval/disapproval.  Updates zone boundaries when applicable.  Provides annual reports to the State.
10. **Commission Management** Is responsible to staff the Airport Commission and Economic Development Committee.  Responsibilities include: being knowledgeable of the underlying ordinance, resolution, by-laws and/or plans that govern the committee; assuring compliance with public meeting laws, including providing public notice of meetings, and ensuring appropriate agendas, minutes and other meeting records are prepared; filling vacancies according to policy; equipping  all new members with appropriate handbooks, by-laws or other information; and providing all necessary support to the board, such as research and analysis, reports, and implementation of decisions.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Attends staff meetings and other meetings as required.
2. Provides customer service at the department counter in the absence of support staff.

3. Attend training as needed.

4. Other duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This position is not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

**1. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in business/public administration or a related field; or
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: A minimum of two years’ experience in a position involving economic development, airport management and/or property management.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**2. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of airport and real estate management, including leases and contracts;
2. Knowledge of aviation planning and financing, including revenue sources and grants for funding projects.
3. Knowledge of operational requirements of airlines, including federal, state and local rules and regulations pertaining to visual and instrument flight, and airport traffic control.
4. Knowledge of modern research techniques including statistical evaluation and presentation, principles of economics, information and promotional materials preparation and presentation, techniques of industrial and economic development
5. Knowledge of state incentives provided to businesses who may relocate to Oregon.
6. Knowledge of the needs of business necessary for job growth and expansion.
7. Knowledge of airport maintenance requirements and necessary supplies, materials and equipment.
8. Knowledge of municipal budget law and administration.
9. Knowledge of real property values and landlord tenant laws.
10. Knowledge of airport safety regulations and emergency preparedness.
11. Ability to interpret federal, state and local operations and safety rules.
12. Ability to develop responses to statewide leads.
13. Ability to understand the macroeconomic impacts of polices both local and state, and ability to communicate these needs to policy makers.
14. Ability to effectively supervise staff and resolve conflict.
15. Ability to communicate effectively including speak and write clearly and concisely, to organize reports and media releases, and to stimulate action among leaders of industry and government through personal meetings, public appearances, and printed material.
16. Ability to use personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.
17. Knowledge of City policies, procedures, regulations, and codes related to facility maintenance and repair.
18. Ability to work effectively both independently and as a team member.
19. Ability to establish and maintain effective working relationships and work cooperatively with co-workers, clients, inter-agency contacts and the general public.
20. Ability to develop revenue sources, including grant preparation and administration.
21. Ability to provide quality customer service and deal tactfully with people.
22. Ability to make appropriate decisions in emergency situations.
23. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[ ]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Office Specialist, UAS Range Manager, Associate Engineer.
2. This position reports to the City Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[x]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[x]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[x]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [ ]  Input [x]  Prepare [x]  Forecast [x]  Monitor [x]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[x]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: 5/23/14

Revised: 7/25/17

Revised: July, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.