

## **Pitkin County Invites Applications for Assistant Aviation Director**

Pitkin County is seeking an Assistant Aviation Director for the Aspen Airport (ASE) to be responsible for day-to-day operations of the airport. In the absence of the Director, this position performs the duties of the Director.

### **The Assistant Aviation Director:**

- Leads, directs, and is responsible for the day-to-day management of the Aspen/Pitkin County Airport. Leadership and oversight of the business operations, including facilities, safety and security, tenant relations and the FBO.
- Directs the operations of Aspen/Pitkin County Airport, coordinates with the Federal Aviation Administration, the Transportation Security Administration, and the State of Colorado Department of Transportation Bureau of Aeronautics.
- Is responsible for implementing the Director's initiatives for the Aspen/Pitkin County Airport.
- Ensures that the Aspen/Pitkin County Airport complies with all Federal Aviation Regulations and Part 139 standards.
- Participates in the negotiation and implementation of all leases and contracts with airport tenants.
- Works to attract new air service to the airport, overseeing business activities to attract new airline service and promote business development at the airport.
- Coordinates closely with the Federal Aviation Administration, Transportation Security Administration, airlines, and law enforcement to ensure airport meets or exceeds aviation security regulations and practices.
- Assists in developing the preparation of the annual budget, including the establishment of rates and charges.
- Attends appropriate meetings of the Board of County Commissioners and other meetings as requested by the Director.
- Supports the relationship between Pitkin County government and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.

### **Position Qualifications**

The ideal candidate will have a bachelor's degree in business administration, airport management, public administration, aeronautical engineering or a related field; and five years of progressively responsible experience in airport management, airport business management or airport operations at a FAR Part 139 commercial service airport; OR any combination of education, training and experience. Accredited Airport Executive Certification (A.A.E.) or International Airport Professional designation (IAP) is desirable but not required.

### **Salary & Benefits**

The starting salary for this position is negotiable depending on experience, with an attractive benefits package. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Posting closes October 19, 2018.**