

## **The County of San Luis Obispo Invites Applications for Deputy Director – Finance & Administration**

The County of San Luis Obispo is seeking a Deputy Director-Finance & Administration for the San Luis Obispo County Regional Airport (SBP). The individual in this role will be a key member of the Airport's senior leadership team and play an instrumental role in the overall strategic direction of the airport. The individual selected for this role will report directly to the Airport Director and have responsibility for all aspects of the Administration of the Airport. They will have overall responsibility managing the Airport's finance, administration and business development functions. Additionally, the individual will be responsible for the development of the Airport's marketing strategy to promote air service and other airport activities.

**Finance & Administration:** Leading a team of 4 staff the individual selected will oversee the finance and accounting of the Airport which includes grant administration, budget development and day to day accounting activities. Development of management analysis and reporting, human resources coordination and other administrative functions are managed by the Deputy Director.

**Property Management:** The Airport currently has over 200 tenants for which this individual will be responsible for the oversight, negotiation and property management aspects in serving these tenants. The Deputy Director will oversee the management of leases, some negotiation with tenants and development of permits.

**Business Development & Marketing:** Working closely with the Director of Airports, the individual selected will be responsible for coordinating marketing programs, implementation of business development strategy and some work on air service development. Development of grants and required reporting, marketing plans, and RFP's will be managed by the Deputy Director. Financial analysis of parking operations, concessions, rental car services and other revenue generating areas.

### **Position Qualifications**

Graduation from an accredited four-year college or university with a bachelor's degree in aviation management, business administration or a related field. (Job-related, professional experience may substitute for the required education on a year-for-year basis.) In addition, three years of experience involving the operations and services of an airport or similar organization, including one year of which must be in an administrative or supervisory position. AAE accreditation is highly desired.

### **Salary and Benefits**

Starting salary for this position is between \$85,114-\$103,480 DOE. The County of San Luis Obispo offers a comprehensive benefits package including medical, dental and vision insurance. Employees of the Airport participate in the San Luis Obispo County Pension System. 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 26, 2018.**