



MBS International Airport Commission, located in Freeland, Michigan, is seeking a qualified applicant for the Assistant Airport Director position. This position is open until it is filled. All applicants should submit a cover letter and resume to the Airport Director digitally at canders@mbsairport.org or by mail to the following address:

MBS International Airport
Attn: James Canders
8500 Garfield Road
Suite 101
Freeland, MI 48623

Further information can be found at <https://www.mbsairport.org/employment/> or by phone at (989) 695-5555.

GENERAL STATEMENT OF DUTIES:

This is an administrative position, responsible for assisting the Airport Director in the management and operation of MBS International airport. This position is hired by the Airport Director, and reports to the Airport Director.

In the absence of the Airport Director, the Assistant Airport Director assumes responsibility for the entire facility – Michigan Aeronautical Code 259.133.

SUPERVISION EXERCISED:

Responsible for the supervision of airport maintenance and ARFF/Operations personnel as directed by the Airport Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities may include:

1. Assists the Airport Director with day-to-day administration of all airport activities.
2. Coordinates with all supervisors/managers to ensure safe and efficient operation of the airport.
3. Coordinates activities between Administration, Department Managers and Federal Aviation Administration, and all airport tenants, and keeps the Airport Director informed.
4. Assists in development and implementation of marketing and public relations activities; promotion of the airport including public presentations.
5. Assists in the preparation of the annual budget and compliance with the budget.
6. Assists in the negotiations and administering of leases with tenants.
7. Assists in the preparation of project requests for state and federal funds and subsequently monitors the resulting projects to ensure coordination with contractors, engineers, tenants and users, and compliance with project requirements and budgetary considerations.



8. Works with federal, state, and local officials in compliance of regulations applicable to the airport.
9. Prepares for and is a member of the negotiation team for union contracts.
10. Assists the Airport Director in supervising financial activities and prepares reports requested by the Airport Director.
11. Responsible for purchasing procedures as assigned by the Airport Director.
12. Assists in performing the duties of Airport Director as assigned by the Airport Director.
13. Performs the responsibilities and duties that are assigned to him/her by the Airport Director, which will include 24-hour on-call duty. When on “call duty”, or as assigned by the Airport Director, will need to make decisions for administrative procedures as well as field operations procedures.
14. Prepares or oversees the preparation of and ensures compliance with Airport Security Program and Federal 139 Certification Manual.
15. Assists in the administration of Height Zoning Ordinances.
16. Assists in the command of emergency situations, or in the absence of the Airport Director, will command emergency situations.
17. Monitors tenant lease compliance.
18. Monitors airfield projects to ensure coordination with contractors, engineers, tenants and users, and compliance with project airfield/terminal activities.
19. Monitors and ensures compliance with storm water regulations. May be required to meet requirements of Storm Water Inspector for airport.
20. Assists with personnel matters as directed.

This job description is to be used as a guide for accomplishing organizational and departmental activities and covers only the primary functions and responsibilities of this position. It is in no way to be construed as an all-encompassing list of duties.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Graduation from a college or university with a major in business administration, finance, marketing, or other field appropriate to airport management; or a combination of education, training, and work experience that demonstrates an ability to meet the requirements of this job is desirable.
2. Demonstrated management, financial, marketing and administrative capability.
3. Minimum of five (5) years of progressively responsible work experience in airport management at an air carrier airport, with a thorough knowledge of the laws, rules and regulations relating to the operation, security and safety of airport facilities and grounds, persons, aircraft, and vehicles.
4. Certification as an Accredited Airport Executive with the American Association of Airport Executives is desirable but not required.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Sit for long periods of time
 - See details of objects that are less than a few feet away.
 - Understand the speech of another person.
 - Speak clearly so listeners can understand.
 - Operate computers and other office technology.
- * *MBS International Airport is an Equal Opportunity Employer*
- * *MBS International Airport does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, and genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*
- * *The Commission is committed to complying with the Americans with Disabilities Act. If an applicant requests reasonable accommodation for the purpose of completing the job application process, the Commission reserves the right to require professional documentation to confirm the need for accommodation.*

