

Civil Division: Oneida County Government  
Jurisdictional Class: Unclassified  
EEO Category: Officials/Administrators  
Revised: 01/12/12

## **COMMISSIONER OF AVIATION**

**DISTINGUISHING FEATURES OF THE CLASS:** This position manages, leads, and supervises County resources; ensuring safe and efficient operation of the county airport, Griffiss International Airport. It is an executive classification requiring special knowledge and experience in airport management with the proven ability to provide oversight to facility infrastructure, water/sewage systems, and construction/contract management. The Commissioner of Aviation performs landlord functions for County-owned buildings located on the Airport, and serves as advisor to the County Executive on aviation matters. The position mandates proven knowledge, interpretation skills, and execution abilities of the Federal Aviation Administration and the Transportation Security Administration rules and regulations. The work is performed as prescribed by the Oneida County Charter and Administrative Code. Airport management responsibilities apply on a twenty-four (24) hour per day, seven (7) day per week basis. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops and implements maintenance and repair programs for airfield, vehicles, streets, buildings, and water and sewer systems;  
Performs landlord functions for buildings on the airfield;  
Develops and implements snow removal, weed control and grass cutting programs;  
Has overall responsibility for Airport Capital projects;  
Manages, implements, and directs airport safety program;  
Coordinates with current and future Air Carriers, commuter airlines, Charters, concessionaires, fixed base operator, and general aviation on airport operations;  
Manages provisional aircraft rescue and firefighting (ARFF) organization and coordinates with off-airport EMT and fire fighting departments on mutual-aid program;  
Develops and maintains Airport Certification Manual emergency plan and security program manuals;  
Confers with Federal Aviation Administration and New York State Department of Transportation to ensure compliance with State and Federal Aviation Regulations, and for use of Airport Improvement Program funds;  
Oversee aircraft emergency operations, anti-hijack, bomb threat, nuclear and hazardous material and crowd control incidents;  
Manages, implements, and directs airport security;  
Supervises purchasing and accounting systems;  
Develops and manages departmental budget;  
Acts as County agent for lease agreements with airport tenants;  
Serves as liaison with airport industrial tenants regarding support requirements.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of airport flight operations, airfield maintenance and repair procedures and techniques, building maintenance, water and sewer system maintenance oversight, special use vehicle repair and maintenance, ARFF operations, and budget and accounting procedures; thorough knowledge of Federal Aviation Regulations, State and local rules; thorough knowledge of federal, state and local rules and regulations applying to airport operations and management; thorough knowledge of principles, methods, tools and materials used in airport management and construction; thorough knowledge of airport fire safety and FAA & TSA security regulations and implementation procedures along with Emergency Preparedness Planning; thorough knowledge in marketing and economic development; ability to partner with other departments and agencies for growth potential; ability to present written and oral briefings.

**MINIMUM QUALIFICATIONS:**

Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.

An equivalent combination of experience and training as outlined below may be combined to the satisfaction of the County Executive:

Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree or higher in Aviation Management, Business Administration, Public Administration, or a degree acceptable to the County Executive **AND** five (5) years of experience in airport management, or a related management position involving responsibility for planning, directing, supervising, and coordinating the work of staff in airport operations with maintenance activities.

**Required Prerequisites:**

1. Demonstrated experience in lease negotiations
2. Demonstrated experience in contract management and/or oversight
3. Documented capability to manage departmental budgets (letter of reference or personal evaluation report)
4. Documented capability to manage, lead, and supervise personnel (letter of reference or personal evaluation report)
5. Documented capability to author/co-author airport regulatory rules, regulations, and policies/procedures (letter of reference, present document, or personal evaluation report)
6. Applicant must be able to pass and hold a security background check performed by the TSA
7. Applicant must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment.

**Preferred Prerequisites:**

1. Certified Member or higher by the American Association of Airport Executives
2. Demonstrated experience in union and labor relations negotiations
3. FAA Private Pilot or higher license
4. FAA Airframe and Power Plant Mechanic license
5. Department of Defense, military or civilian experience in logistics or aviation fields
6. Technical abilities to participate in engineering phase of airport projects

Adopted: 03/02/82

Revised: 04/19/96, 03/06/08, 01/12/12