

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Director, Operations

Reports to: Deputy Executive Director, Airport Operations

Status: Exempt

General Description:

This key position is a senior staff member who is responsible for leading, planning, organizing and directing airport operations.

Essential Job Functions:

Typical Tasks

- Manage employees in completing daily job functions related to airside operations, landside operations and Communications Center.
- Maintain airport certification manual, airport rules and regulations, associated LOAs, MOUs, SOPs and policies.
- Manage, direct, plan, organize and coordinate daily operations of the airport.
- Prepare budget in conjunction with management team. Manage budget. Implement and monitor expenditures in accordance with applicable policies and procedures. Direct allocation of resources to achieve timely outcomes and measurable goals within budget.
- Oversee staff scheduling, including setting, review and implementation of related policies and procedures.
- Participate in recruiting, candidate interview and selection.
- Audit daily inspection reports, safety reports, public/property damage reports, hazmat reports, complaint reports, miscellaneous reports, and log entries; analyze and review operational and activity reports; and coordinate resolutions to airfield safety related accidents/incidents.
- Manage capital improvement projects for airside and landside operations; assist other departments with capital improvement projects.
- Provide effective professional leadership, positioning operations to meet the current and future needs of the airport through strategic and tactical planning, budgeting, management, and coordination and communication with stakeholders.
- Coordinate with airport departments to ensure construction project plans and production phases are in compliance.
- Develop and enforce Federal, State, and local rules and regulations governing airport use.
- Assigns a member of airport operations team as liaison to the emergency operations center and/or incident commander for specific phases at the airport unified incident command post in the event of incidents described in the Airport Emergency Plan.
- Participate in negotiation of contracts with suppliers, airport tenants and service and construction providers.

- Ensure effective and efficient functioning of work, work documentation and work processes.
- Oversee department safety program compliance and initiating improvements or enhancements.
- Coordinate tasks and projects with airport community and other stakeholders.
- Prepare written reports and presentations including complex and technical information. Deliver presentations.
- Establish, direct, publish and maintain standard operating procedures; direct the publication of rules and regulations governing the use of airport facilities; and ensure that air traffic and safety regulations are consistent with Federal standards.
- Act as liaison between members of Federal agencies, air carriers, fixed base operators, airport users and the public relative to various facets of airport operations.
- Consult with management and Airport's legal counsel on matters relating to Federal, State and local law, which affect operating decisions and plans.
- Assist in developing and implementing operational policies to ensure and enhance efficient operation of work unit.
- Maintain professional working relationship with union representatives and union steward
- Perform other duties as assigned.

Minimum Qualifications:

Employment Standards

- Bachelor's degree in airport management, business administration or related field and 5 years of high-level airport management experience in airport operations at a commercial service airport, or an equivalent combination of experience and education.
- Accreditation from the American Association of Airport Executives a plus.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Supplemental Information:

Knowledge of:

- Negotiation and preparation of airport leases, contracts, and rates and charges.
- Management principles and practices relating to airport operations and planning, FAA rules and regulations affecting airport operations and airport construction and equipment.
- Computer proficiency, including Microsoft Office.

Ability to:

- Lead a functional area in performing work which is highly visible and complex in nature and scope, and knowledge of effective management principles and practices related to supervision and employee development.
- Research, analyze, develop and present ideas and issues, develop recommendations and implement solutions.
- Develop goals and accomplish objectives, build consensus and be responsive to organizational needs and expectations.
- Manage complex projects, from plan through implementation.
- Communicate effectively, orally and in writing.
- Establish and maintain effective relationships with others.

Interested in Applying? Please click the following link to upload your resume and submit your application: <https://www.ondemandassessment.com/link/index/JB-S7WZRP2P3?source=Hollywood-Burbank-Airport-Website&u=137146>