

# Help Wanted: City of New Bedford hiring Airport Manager

**CITY OF NEW BEDFORD**

**AIRPORT MANAGER \$72,164 – \$88,025**

**NEW BEDFORD REGIONAL AIRPORT**

Provides overall management resulting in operation and maintenance of the New Bedford Regional Airport. Determines maintenance and terminal operation requirements, develops capital and airport improvement plans, and annual operating budgets. Presents and enforces policy matters to the Airport Commission.

Pursues the overall airport business development, marketing strategies and economic growth opportunities. Monitors and reviews revenue levels and expenditures to ensure adherence to budget limitations. Ensures favorable public relations through personal contact and public appearances. Attends and participates in all Airport Commission meetings, as well as Committee meetings unless excused. Participates in conferences of aeronautical and civic organizations relative to the promotion of aviation, State or Federal level. Submits annual goals and objectives to the Airport Commission with monthly updates and reports. Ensures leases are negotiated in accordance with City Ordinances, State and Federal laws, and Commission policy.

Responsible for personnel management, orientation, training, scheduling and performance evaluations of airport administrative personnel, including the development of appropriate documentation of job performance requirements, in accordance with relevant collective bargaining agreements and MGL Chapter 31. Maintains qualified and adequate staff within

the limits of union contracts and assures that personnel needs are included in approved budget. Acts as liaison between the Airport Commission and the City of New Bedford by attending and participating in required City Department Head meetings scheduled by the Mayor or as otherwise requested by the City Administration. Administers the collection and depositing of revenue due to the Airport and maintaining records of accounts receivable and payable, being certain that internal records and City-generated reports are in agreement.

Master's degree in Aviation Management, Public Administration, Business Management or related field. Seven years' experience, three of which have been in a supervisory capacity, in airport operations management (managing a facility similar or larger than the New Bedford Regional Airport), governmental management with emphasis on municipal management and budget preparation, or related field. Must be able to obtain Mass DOT Airport Manager's License in accordance with 702 CMR 5.04 Ability to obtain AAEE Certified Member (C.M.) designation within three years of employment. Must possess a valid Massachusetts driver's license. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

For application/complete job description, please visit [www.newbedford-ma.gov](http://www.newbedford-ma.gov) or contact the Personnel Dept., 133 William St., Room 212, 508-979- 1444. Applications will be accepted until a suitable candidate is found. **New Bedford has a residency requirement. EEO**