

MOORE COUNTY AIRPORT
EXECUTIVE DIRECTOR POSITION

Salary Range: Commensurate with Experience
Ideal Candidate Will Have Following Knowledge, Abilities, Skills

Knowledge of:

- Airport organization, management and operations
- Local, state and federal laws and regulations regulating airports
- Aviation property, facilities and equipment
- Contract, rental and lease agreements pertaining to airport properties
- Construction, Rehabilitation and repair of property
- Building and equipment maintenance
- Budget development and management
- State and federal grant application and management
- Supervisory and leadership principles, practices and techniques
- Commercial Air Service at Small Airports

Ability to:

- Plan, manage, and coordinate the operation, maintenance, and business affairs of an airport
- Manage an airport noise abatement program
- Develop and implement policies and procedures
- Communicate effectively both orally and in writing
- Prepare and present clear and concise oral and written reports and recommendations
- Work effectively with employees, customers, airport neighbors and others
- Train and supervise a productive staff

Skill in:

- Use of computer and related equipment
- Operating various types of aircraft {desirable}
- Public Relations

Education, Training and Experience:

- Graduation from an accredited college or university with a bachelor's degree is preferred. Operational and/or administrative management of a civil airport, to include management and supervisory responsibilities is also desirable.

License and Certificates:

- Possession of a valid North Carolina driver's license required. Possession of a valid pilot's license is desirable.

Supervision:

- Exercises administrative supervision over clerical and technical staff. Works under the supervision of Airport Authority, but plans and arranges own work. Instructions from the Authority are provided as required, and work is reviewed periodically.

Send Resumes to: Don Delauter, 1475 Midland Rd, Unit 38, Southern Pines, NC 28387 by March 21, 2012.