



## **MOBILE AIRPORT AUTHORITY JOB CLASS SPECIFICATION**

Date Approved: 12/23  
Grade: E

**JOB TITLE:** Chief Operating Officer (COO)

**REPORTS TO:** Executive Director

**FLSA STATUS:** Exempt

### **JOB SUMMARY**

The position is responsible for the management of the Mobile Regional Airport and the Downtown Airport at Brookley; a general aviation facility, located within the Mobile Aeroplex at Brookely. Provide coordination among various departments and individuals necessary for effective and efficient operations, set priorities, establish sound management and leadership practices. Solve problems and conflicts among operating and support departments.

### **JOB RESPONSIBILITIES**

Implement Board and Executive Director policies by interpreting and coordinating with staff. Direct broad range of institutional research, procedural and administrative studies and preparation of reports and recommendations related to same. Enforce Federal, State, and Local rules and regulations governing airport/airfield use and recommends modifications in existing rules and regulations. Collaborate with the Executive Director to initiate and direct the preparation of plans for airport expansion. Develop the annual budget; submit budget recommendations; and monitor expenditures. Review and interpret financial reports for the Executive Director. Maximize Federal and State aid for airport planning and development. Continuously improve operations and customer service. Plan, direct, control and coordinate work programs involved in managing assigned functions, programs and operations. Establish and monitor controls to evaluate performance in meeting program and authority objectives. Take appropriate actions to correct performance and to adjust programs to meet requirements. Manage positions and personnel to make best use of employees; select employees and develop their capabilities. Plan for succession of key personnel; counsel employees and administer discipline. Handle human resource matters in accordance with authority policy and procedures. Establish goals and objectives for assigned operations; report overall progress and effectiveness of programs to the Executive Director.

Plan and use resources economically. Develop appropriate informational resources and safeguard their use. Procure, store and distribute supplies and material economically and efficiently. Ensure efficient maintenance and operation of physical facilities and equipment. Establish and maintain effective means of coordinating plans and schedules with other units of the authority and with external organizations. Take appropriate actions to maintain effective coordination in the event of delays and other problems; ensure that unit activities do not conflict with organization goals. Develop plans to meet unexpected situations, new developments and changes in programs. Prepare for emergencies; understand the factors and conditions affecting programs and recommend appropriate responses when these change. Communicate understanding and support of organization goals and programs through actions, spoken and written words; interact effectively with individuals and groups at all levels; maintain ties with external organizations; keep all interested and involved parties informed of matters requiring their attention. Ensure compliance with all applicable policies, rules, regulations and laws; stay abreast of legal, regulatory and policy developments affecting areas of responsibility; enforce legal and regulatory requirements impartially. Perform related work as required and assigned by the Executive Director.

### **MATERIALS AND EQUIPMENT USED**

Computer, calculator, copier, office machines.

### **QUALIFICATIONS REQUIRED**

#### **Knowledge, Abilities and Skills**

MUST BE well-versed in Federal, State and Local rules and regulations pertaining to airport management and operation. Knowledgeable in principles and best practices of airport operations and business management. Possess knowledge of principles and practices of planning, budgeting and financial management; principles of information technology; principles of airport security and safety. Have a demonstrated success track record of applying administrative practices and procedures applicable to the operations of facilities, finance, human resources, operations, parking, public safety, and central office administrative functions. Demonstrate effective techniques of supervision.

Ability to supervise a broad range of disparate functions and professional personnel. Fully recognize, analyze and prioritize problems and issues; effectively report on operating conditions, problems and recommend solutions. Coordinate complex projects. Perform financial and budgetary analyses. Communicate effectively with staff, customers, clients, vendors, consultants, regulators, and the public in face-to-face settings, group meetings, in writing, and over various types of electronic media. Research, report preparation and presentation. Promote a high performance, results-oriented culture. Provide good customer service and relations. Plan, organize and direct assigned operations and functions effectively. Provide sound advice, estimates, projections, options and proposals to the Executive Director and Board. Establish and maintain effective working relationships with others encountered in the work. Direct the work of professional, technical and support staff.

Minimum Training and Experience

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying as follows:* A minimum of 10 years in the Aviation Industry with at least 6 years in a senior level management position at a commercial service airport.. A minimum of a 4 year college degree in Aviation Management, Business or Public Administration, or a related field.

Licenses Required

Valid Alabama Driver's License required. Demonstrated good driving record.

Environmental Requirements

Duties generally performed in an office. Ability to perform all of the essential functions outlined above without compromising safety of oneself or others.

**HOW TO APPLY**

1. Applicants desiring to be considered for this position should apply directly with the Mobile Airport Authority at <http://www.mobileairportauthority.com/page/employment>
2. Cover letters and resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Cover letters and resumes can be email to [mechel@mobairport.com](mailto:mechel@mobairport.com)