



City of Hayward



Accepting Applications for AIRPORT OPERATIONS MANAGER

SALARY: Monthly Salary Range: \$7,545 - \$9,162

Plus excellent benefits package: Retirement-CalPERS-2.5% @55; paid medical, dental, vision and more.

**FINAL FILING DATE: Open until filled. First screening of applications will be November 20, 2009.
This position can close at any time after this date.**

THE POSITION: The Hayward Airport is a large general aviation reliever airport located in the San Francisco Bay Area. Under general supervision of the Airport Manager, the Airport Operations Manager plans, assigns, schedules and evaluates maintenance and repair work on the Airfield. The Airport Operations Manager's primary focus is Airport Safety and Supervision of Airport maintenance. The Airport Operations Manager provides administrative staff support to the Airport Manager and maybe called upon frequently, to fill in for the Airport Manager during periods of extended absence. This position assists in the development and implementation of Airport Capital Improvements, department goals, objectives, policies and priorities. Additional duties include preparation of ACIP eligible projects lists, coordination with FAA for project scheduling, and construction development, oversight and implementation of Airport construction safety plans, budget preparation, analyzing procedures and overall operations. The Airport Operations Manager must be able to function in a management support role, providing feedback to senior Airport and Public Works staff of improvements necessary to meet airport compliance. This position requires familiarity or basic working knowledge of ANOMS 8, or other Airport noise management soft ware. Candidates must possess excellent oral and written communication skills. Computer literacy in Microsoft applications including MS Word, Excel and PowerPoint.

EXPERIENCE AND EDUCATION:

Experience: Experience equivalent to three years of airport operations. Experience in supervising Airport maintenance staff, landlord/tenant relations and airport security practices, plus analytical and budgetary experience is desirable.

Education: Education equivalent to a Bachelor's degree in business administration, airport or aviation management, or a closely related field. Experience may be substituted for educational requirements on a one-to-one ratio.

License or Certificate: Possession of a valid class C California Drivers License. Candidates possessing CM credential or completion of AAAE ASOS preferred.

SELECTION PROCEDURES: Candidates must submit a completed City of Hayward job application and a response to the Supplemental Questions, which fully describes the nature of their professional experience and qualifications. Application packets will be screened by a qualifications appraisal panel and candidates considered best qualified based on the information provided, will move forward in the examination process. Candidate's background and qualifications will be further evaluated by a competitive examination process that may include an oral interview, which will result in ranking on an eligible register to be submitted to the department for hiring consideration.

SUPPLEMENTAL QUESTIONS: Please include written response to the following questions with your application:

1. Describe your experience as an Airport Manager/Airport Director or Director of Operations and maintenance at an airport. Include months of experience and your title. Please provide the name and title of your immediate supervisor. Describe the type of airport for each experience summarized.
2. Describe your supervisory experience and specifically how many people you supervised and what were their titles or job classifications. Briefly describe your management style relative to a diverse workplace environment.
3. Have you had direct experience in airport development planning and implementation and related negotiations? Briefly describe your role in these areas.
4. Briefly describe your experience, if applicable, related to planning and preparation of FAA documents, including ACIP, AIP grant applications and experience related to the Airport environmental process, specifically CEQA.
5. Please provide a brief summary of your experience related to governmental accounting procedures and line item budget preparation. Indicate if your experience was at an enterprise funded airport or one supported by general fund dollars. If General Fund Operated, please provide what your role was, if any, in reducing the GF impact to the Airport Sponsor.

APPLICATIONS: To obtain a City of Hayward employment application:

1. File online at: www.hayward-ca.gov or www.CalOpps.org
2. Visit the Human Resources Department at Hayward City Hall located at 777 B Street, Hayward, CA 94541-5007, or call for an application to be mailed, (510) 583-4500. Office hours are Monday through Friday, 8 a.m. to 5 p.m.

EXAMINATION PROCESS:

EXAM DATE: After the final filing date, applicants are notified regarding the examination process by email or mail, depending upon how application was filed. **Candidates that apply online will be notified by email.**

BENEFITS:

- 10 days paid vacation each year; 15 days after 5 years of service; and 20 days after 10 years of service; and 25 days after 20 years of service.
- 12 days sick leave per year.
- 14 annual paid holidays for miscellaneous employees.
- Choice of health plans with premiums for employees and eligible dependents paid by the City. (PERS health plans).
- Dental and Vision Plan (premiums for employee and eligible dependents paid by City)
- Life and Disability Insurance coverage for miscellaneous employees.
- Public Employees' Retirement System. Miscellaneous employees pay 1% of base salary towards PERS on a pre-tax basis.
- Retirement formula is calculated at 2.5% @ 55 for miscellaneous employees.

NOTE: City positions are represented by various bargaining units. MOU's and complete benefit information are available on the City of Hayward's Website.

The City of Hayward is an Equal Opportunity Employer