



Assistant Aviation Director

CITY OF SCOTTSDALE, ARIZONA

INTRODUCTION

The City of Scottsdale is conducting a search for a new Assistant Aviation Director. This opportunity requires a visionary leader with a solid understanding of airport operations, finance and management.

Located in the beautiful Sonoran Desert, the City of Scottsdale is one of Arizona's 10 largest cities, with a population of more than 240,000. Scottsdale is internationally recognized as a visitor destination, and nationally recognized as one of the top markets for business performance, job growth, livability, and high quality of life.

With a rich history in tourism, Scottsdale is visited by more than 10 million people annually -- who come to experience Arizona's finest award-winning resorts, shopping and dining, along with the best in arts and culture, sports, special events and the natural beauty of the Sonoran Desert -- generating an economic impact of \$3.2 billion.

THE DEPARTMENT

Scottsdale Airport is one of the premier corporate jet facilities in the state, located nine miles north of Scottsdale's downtown area and near a wide range of world-class resorts, hotels, restaurants, and golf courses. Scottsdale Airport is a general aviation reliever facility with no commercial commuter or airline service and is home to many of the Valley's corporate aircraft.



Scottsdale Airport is consistently ranked in the top ten airports for domestic business jet operations with 171,670 takeoffs and landings in 2023. The Airport's single runway can accommodate aircraft weighing up to 75,000 lbs and 100 feet wide. There are three fixed base operators: Atlantic Aviation, Jet Aviation & Signature Aviation and customs service is offered daily from 9 a.m. – 7 p.m. or by appointment. With an average median temperature of 70 degrees, Scottsdale provides the country's best year around flying conditions and pilots enjoy an average of 360 days a year using Visual Flight Rules.

A seven citizen Airport Advisory Commission is appointed by the City Council to review and offer recommendations on policy matters relating to the operation of the airport, proposals for development, airport area land use, fees, and safety concerns. The city of Scottsdale Aviation Department currently employs 16 people.

Scottsdale Airport and its surrounding Airpark is a major economic asset for the City of Scottsdale. Aviation activity at the airport and airpark created \$1 billion in total economic benefits for the region in 2019. The Scottsdale Airport / Airpark is the second largest economic impact in the State of Arizona. The Airport operates as an enterprise fund with the city and functions self-sufficiently without any general fund subsidy.

Learn more about the [Scottsdale Airport](#).

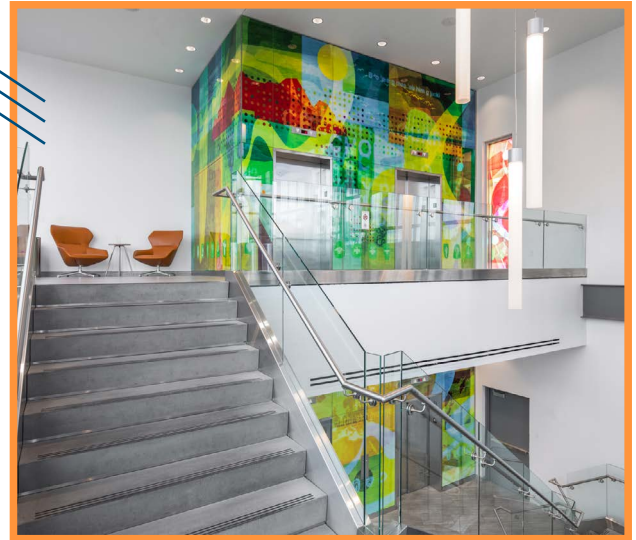


THE POSITION

The Assistant Aviation Director supports the Aviation Director in the development and implementation of the City of Scottsdale's Airport strategic plans and policies. The position will function like the role of a CAO, whereas it will be responsible for leasing, property management, budget creation and monitoring, financial management, forecasting, business permitting and compliance, feasibility studies, grant management and oversees the planning and outreach section of the department. The Assistant Aviation Director has the authority to represent and act for the Aviation Director in their absence.

ESSENTIAL FUNCTIONS:

- » Strategic Planning: Recommends and assists in the development of procedures and policies to enhance efficiency, effectiveness, and opportunities, for improvement in all aspects of the organization and assists in the implementation.
- » Financial Stewardship: Directs the preparation of the Aviation Department budget and five-year plan. Monitors expenditures and revenues. Oversees and enforces collection of outstanding fees owed to the airport and tracking insurance certificate from operators for compliance.



- » Team Leadership: Manages and supervises the administrative, financial, planning, noise and outreach sections of the department.
- » Property Management Oversight: Supervises activities of users of airport land, property and facilities to ensure compliance with leases, agreements, contracts, Airport rules and regulations, codes and ordinances. Assists in the negotiation, preparation and administration of leases, license agreements, and lease amendments.
- » Stakeholder Engagement: This position will be called upon to meet customers, tenants, elected officials, other government officials, business and civic leaders to discuss technical matters and future planning endeavors as well as working closely with internal and external stakeholders in support of the timely achievement of strategic projects and initiatives.



THE IDEAL CANDIDATE

The ideal candidate is a dynamic, visionary leader, strategist, and excellent communicator who can inspire and engage diverse stakeholders. The individual should possess excellent strategic thinking, communication, and customer service skills to help foster, develop and grow the Scottsdale Airport users now and in the future.

The position requires a leader who is willing to enthusiastically roll up their sleeves and be a working manager. While technical skills are important, it will be necessary for this individual to have excellent interpersonal skills, political acumen, and awareness; ability to encourage and listen to feedback; and work closely with elected officials, executive leadership, and staff from various departments, while adapting quickly to changing priorities in a fast-paced organization.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- » A Bachelor's Degree from an accredited educational institution in Aviation Management, Business Administration, Public Administration or a related field.
- » Five years of managerial level experience in aviation administration or managerial level finance and public administration.
- » Must have a minimum of one year of Lead or Supervisory experience.



- » Any equivalent combination of education and/or job-related experience that meets the minimum qualifications may be substituted.

LICENSING, CERTIFICATIONS AND OTHER REQUIREMENTS

- » Within 18 months of hire or promotion, must obtain, and maintain the American Association of Airport Executives (AAAE) Certified Member (CM) or Accredited Airport Executive (AAE).
- » Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

Salary Range: \$134,763.20 - \$182,083.20

BENEFITS HIGHLIGHTS:

The City of Scottsdale offers a comprehensive benefits package including:

- » 12 Paid Holidays, which includes 1 Floating Holiday
- » Vacation Accrual; starts at 10.3 hours/month
- » Sick Leave Accrual; 8 hours/month
- » Medical (which includes behavioral health coverage), Dental and Vision Benefits
- » Pet Insurance

- » City Paid Basic Life Insurance (equal to one times employee annual salary); option of Supplemental Life Insurance
- » Tuition Reimbursement; \$2,500/year
- » Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.27% which includes a Long-Term Disability benefit
- » Supplemental Retirement Plans through Nationwide; 457
- » Bilingual pay compensation

Please visit the [Human Resources and Benefits Information](#) page for more information.

SELECTION PROCESS:

To be considered, please submit a cover letter and resume to: HRsecure@scottsdaleaz.gov. Resumes should reflect years and months of positions held, as well as size of past organization(s).

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process that may include a panel interview. Successful candidates will receive a post-offer, pre-employment background screening that may include:

- » Fingerprinting search of the national FBI Database
- » Criminal Background screening

The City of Scottsdale reserves the right to change this process at any time, potentially without advance notice.

PLEASE NOTE: Years of experience are based on a work schedule of 2,080 hours per year for full-time positions and 1,040 hours per year for part-time positions, and while work experience may substitute for education on a year-for-year basis, depending upon the job classification, education may not be substituted for work experience.



EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.