



Airport Director

Rifle Garfield County Airport

Rifle, CO

Position: Airport Director

Overview: We are seeking a dynamic and experienced Airport Director to lead the operations and management of the Rifle Garfield County Airport. The Airport Director will oversee all facets of airport administration including operations, safety compliance, financial management, and strategic planning. This pivotal role requires a strong leader with exceptional organizational skills, regulatory knowledge, and a commitment to delivering superior service to airport users and stakeholders.

Responsibilities:

- **Supervision:** Directly supervise airport staff, ensuring effective scheduling, assignment of duties, and performance management. Conduct training, facilitate team development, and enforce safety protocols.
- **Operations Management:** Plan, coordinate, and execute airport activities and operations. Develop and enforce rules, regulations, and operational procedures in compliance with Federal and state guidelines.
- **Financial Oversight:** Manage airport budgets, negotiate contracts, and oversee revenue generation activities such as landing fees and facility rentals. Monitor expenditures and ensure financial accountability.
- **Project Management:** Administer airport improvement projects, including grant applications, bid processes, and construction oversight. Collaborate with engineers, contractors, and regulatory agencies to ensure project completion on time and within budget.
- **Stakeholder Engagement:** Represent the airport with local and Federal authorities, airlines, tenants, and community stakeholders. Foster positive relationships and address concerns to enhance airport services and operations.
- **Safety and Compliance:** Ensure strict adherence to FAA regulations, Grant Assurances, and safety standards. Conduct safety meetings, oversee security programs, and maintain certifications for airport operations.
- **Strategic Planning:** Evaluate airport facilities, and develop long-term plans for infrastructure development and expansion. Prepare comprehensive reports and recommendations for airport improvements and growth opportunities.

Qualifications:

- Bachelor's degree in airport management, public or business administration, engineering, planning or a closely related field.
- Five years of progressively responsible administrative experience in the operation of airport facilities. Two years of supervisory experience.



- Valid Driver's License. Must maintain Aircraft Rescue & Fire Fighting yearly certification. American Association of Airport Executives certification is required.
- Thorough knowledge of FAA regulations, airport operations, safety protocols, and financial management.
- Proven leadership abilities with a track record of effectively managing teams and fostering a collaborative work environment.
- Excellent communication skills, both verbal and written, with the ability to interact effectively with diverse stakeholders.

Benefits:

- Medica, Vision, Dental
- Disability & Life Insurance
- Retirement Plan
- Paid Vacation & Sick Time
- Employee wellness program
- Relocation Assistance

To view the complete benefits information, please visit <https://www.garfield-county.com/human-resources/benefits-brochure/>

Hiring pay range: \$105,788.80 - \$132,225.60

Full pay range: \$105,788.80 - \$158,683.20

If you are a results-oriented leader with a passion for aviation and a commitment to excellence, we encourage you to apply for the Airport Director position at Rifle Garfield County Airport. Join us in shaping the future of aviation in our community.

Application Instructions: The position is Open Until Filled. Please submit your resume and a cover letter outlining your qualifications and experience related to the responsibilities and qualifications listed above. Applications can be sent to Renne Franco at rfranco@garfield-county.com . We look forward to reviewing your application.

To view the full job description and online application, please visit https://www.appone.com/MainInfoReq.asp?R_ID=6341418

Garfield County is an Equal Opportunity Employer

