**CIVIL SERVICE ANNOUNCEMENT**

**APPROVED C.S.C MINUTES 6/14/13 de ANNOUNCEMENT NO. 55**

**AIRPORT OPERATIONS MANAGER (NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

## SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is $26,273.94 to $89,367.62per Year.

## FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JUNE 21, 2013 UNTIL 4:30 P.M. ON THURSDAY, JULY 18, 2013.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JULY 18, 2013.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

## EXAMINATION INFORMATION

**TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.**

## DUTIES OF THE POSITION

Under administrative direction, plans, organizes, directs, and manages the day-to-day operations and performance of Airport Operations, including the Airport Communications Center. Oversees and manages activities that ensure and enforce compliance with federal, state, and local regulations regarding airport operations. Responds to the airport 24/7 for airport emergencies including accidents, incidents, aircraft emergency response, and snow removal activities. Makes immediate decisions necessary to ensure the continued safe operation of Cleveland Hopkins International Airport with intent to eliminate or mitigate operational delays and/or negative impacts to customers, tenants, and airlines. Serves as the main contact point for communications with airport management and executive staff during incidents that affect airport operations. Evaluates emergency situations and oversees emergency response activities. Coordinates runway closure as necessary. Oversees snow removal operations and coordinates construction and maintenance activities. Oversees the update of the Airport Certification Manual, Airport Emergency Plan, and letters of agreement pertaining to the day-to-day operational policies of the airport. Coordinates the activities of Airport Communications/Call Center. Communicates with general public, hangar tenants, government agencies, vendors, contractors, and others to coordinate operations and maintenance of airport grounds and facilities. Resolves routine operational problems/concerns. Formulates and coordinates procedures regarding special events including VIP arrivals/departures, crowd control, and law enforcement requirements. Assists with the development of departmental objectives, policies, and procedures and ensures their compliance. Evaluates and analyzes airport operations procedural, maintenance, and operational issues and recommends and implements solutions. Analyzes, recommends, and executes cost reduction methods to increase the efficiency and productivity of airport facilities and maintenance. Develops section budget and monitors expenditures. Ensures collection of aircraft billing information. Reads, analyzes, and interprets general business periodicals, professional journals, technical procedures, or required governmental regulations. Writes necessary reports, business manuals, and business correspondence. Supervises assigned staff. Develops and monitors employee work plans. Counsels, coaches, and instructs employees and prepares performance evaluations. Assists with staff hires, promotions, and discipline, when appropriate. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

## MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma from an accredited High School program or GED is required. A Bachelor's Degree in Aviation Management, Business Administration, Public Administration or related field is required. Five years of full time paid operational management supervision at a commercial service airport is required. (Substitution: Two years of directly-related experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required. Proficient oral, presentation, and written communication skills are required. Proficient analytical and problem-solving skills are required. Proficient project-management skills are preferred. Must be able to lift and carry a minimum of 30 pounds. Must successfully complete a Transportation Security Administration Fingerprint-based Criminal History Records Check and employment background check.

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**