

MAJOR FUNCTIONS

This is responsible professional work in managing, overseeing, directing, planning, and organizing programs and processes for the Department of Aviation. The Manager – Airport Foreign Trade Zone is responsible for the management of the Foreign Trade Zone, Air Cargo, and Air Service Development Programs at the Tallahassee International Airport.

Under the general direction of the Director of Aviation, the Manager – Airport Foreign Trade Zone manages and oversees the Foreign Trade Zone at the Airport. Engages with relevant organizations including US Foreign Trade Zones Board, National Association of Foreign Trade Zones, US Customs & Border Protection, aviation consultants and aviation industry organizations, as necessary. Manages and provides support for businesses operating in the Foreign Trade Zone. Actively manages the execution of the department's strategic and tactical plans to support and increase passenger air service and air cargo service and attract prospective new carriers for domestic and international destinations. Interfaces and works with incumbent and prospective air carriers, airport executives, and other aviation industry consultants and professionals to expand existing air service and recruit new service to the airport. Develops and implements strategies and methods to promote and elevate the region's market appeal to the airline industry and to continuously maintain positive interaction with domestic and international aviation representatives with route planning authority. Develops and executes short- and long-term air service development strategic objectives, key initiatives, and tactical plans to expand air service and increase passenger enplanements. Provides key leadership for the Airport by developing and exploring real-time business analytics and consumer data to inform short- and long-range air service strategies and strategic initiatives. Analyzes and develops strategies to reduce leakage to other airports from the catchment area and identifies target markets for service increases. Represents the organization in various local, regional, national, and international boards and conferences. Travels to multiple foreign trade zone, air service development and air cargo conferences each year, and schedules/participates in meetings with airlines. Projects assigned are of high organizational impact and involve working with Federal, State and Local officials as well as senior management. Oversees department governmental relations including policy and business development strategies, prepares and monitors funding/earmark requests such as Legislative Budget Requests and Local Support Grants, and conducts research on local, state, and federal aviation issues. Provides executive-level support to the Director of Aviation to manage and oversee the department's customer service programs and initiatives, marketing and advertising, strategic planning and direction, grant procurement and application, audit and regulatory compliance activities, aviation industry research and analysis, special projects, analysis and development of department standard operating policies and procedures, website updates, resolution of tenant and stakeholder issues, business development, and interdepartmental coordination of projects and programs. Prepares and develops department presentations, solicitations, agenda items, resolutions, contracts and other official notices and correspondence. Participates on solicitation evaluation committees and hiring selection committees. Interacts with community stakeholders, decision makers, and other City departments to accomplish business objectives.

Responsible for extensive business and technical writing, and preparing department presentations, reports, financial analyses, planning documents, and official letters and correspondence. Work includes a variety of tasks designed to relieve the department director and/or assistant director(s) of details by conducting studies, reviewing materials, assembling factual information, transmitting, and interpreting senior management and City Commission actions. Work is performed under the general supervision of the department director, but the incumbent must exercise considerable initiative, ingenuity, resourcefulness, and independent judgment. Accomplishments are judged through conference attendance and participation, written work products and reports, and by results achieved.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Manages travel and attendance at multiple foreign trade zone, air service development, air cargo and/or freight/logistics conferences/meetings each year, as applicable. Manages, oversees, directs, and participates in department programs and initiatives which have high impact and importance. Engages and collaborates with aviation industry professionals, governmental entities, consultants and other airport tenants, contractors, and stakeholders. Analyzes findings and makes reports and recommendations for practical solutions. Assigns and distributes work, reviews work for accuracy and completeness, and makes recommendations. Knowledge of financial analysis and research techniques sufficient to perform job duties. Resolves issues encountered during daily operations and determines standards for resolution including escalation. Develops goals, documents performance, provides performance feedback and formally evaluates the work of employees. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs other related duties as assigned.

Other Important Duties

Attends meetings for the Department Director. Attends City Commission and Airport Advisory Committee meetings. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of the City organization and management. Thorough knowledge of management, administration, and internal controls. Considerable knowledge of group dynamics, research and problem-solving methods, and behavioral and organizational change strategies. Knowledge and understanding of the commercial airline travel industry and ability to maintain positive relations and communication with incumbent and prospective airlines, regulatory agencies such as the US Foreign Trade Zones Board, Federal Aviation Administration, and US Customs & Border Protection. Ability to communicate clearly and concisely, orally and in writing. Ability to exercise resourcefulness in meeting new problems. Ability to work independently and accomplish assigned tasks with minimal supervision. Ability to exhibit high attention to detail in the performance of work and have the ability and judgment to handle highly sensitive matters. Ability to read, understand and compile complex written and statistical data relating to business issues and have an established background and knowledge of the airline/aviation industry and airport regulatory requirements. Ability to analyze, interpret and report data and research findings. Ability to manage, organize and train others in a manner conducive to high performance and good morale. Ability to exercise analytical judgment in recommending operational or organizational changes or alternatives. Skill in the use of microcomputers and associated programs and applications.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, aviation, finance, accounting, a related field, or the field in which the vacancy exists and four years of professional management experience in the aviation industry; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment. Must possess a valid Class E State driver's license at the time of appointment.

Established: 11-10-22