

## CITY OF NEW SMYRNA BEACH JOB DESCRIPTION



**JOB TITLE:** Assistant Airport Director  
**DEPT:** Airport  
**REPORTS TO:** Airport Director  
**DATE:** 10/2025

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### **JOB SUMMARY**

Under the general direction of the Airport Director, assists in the management and operation of the Airport. Primary responsibility is the supervision and planning of day-to-day airport operations, including airfield inspections, fuel safety and quality control, general maintenance, and supervision of airport operations/maintenance staff. Performs liaison and public relations work in dealing with State and Federal agencies, users, lessees, the flying and general public. Maintains the highest ethical standards while carrying out all job duties. Has the authority to represent and act for the Airport Director in their absence.

### **ESSENTIAL JOB FUNCTIONS**

***The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.***

- Manages and supervises airport operations and maintenance personnel, including orientation, training, scheduling, and performance evaluation. Oversees all airfield inspections and maintenance activities, ensuring runways, taxiways, fuel facilities, and infrastructure meet regulatory and safety standards. Responds 24/7 to airport emergencies and equipment failures, coordinating corrective actions and issuing NOTAMs as required.
- Develops, implements, and enforces policies and procedures that promote safe, efficient, and customer-focused airport operations. Coordinates security and emergency response activities with City Police and Fire Departments. Ensures compliance with all Federal, State, and local regulations governing a public-use general aviation airport.
- Serves as a key liaison between the airport, tenants, flight schools, the FAA, FDOT, ATCT, and other stakeholders to ensure adherence to regulations, leases, and operational standards. Supports the Airport's Voluntary Noise Abatement Program by overseeing complaint management and promoting voluntary compliance among users and tenants.
- Participates in airport planning, development, and construction activities, including project oversight, scheduling, and coordination with consultants, contractors, and governmental agencies. Assists with Master Planning and the development of the Airport's Capital Improvement Plan (CIP), providing input to the Airport Director and Finance Department on priorities, budgets, and funding strategies.
- Works closely with other City departments and airport management staff to align operational objectives, ensure regulatory compliance, and support strategic initiatives. Provides research, recommendations, and professional advice to the Airport Director regarding policy, business

development opportunities, and the long-term planning and development of the New Smyrna Beach Municipal Airport.

- Assists in the preparation of reports, agenda items, and other documentation for Airport Advisory Board and City Commission meetings, representing the Airport as assigned on matters of public and operational importance.

### **MATERIAL AND EQUIPMENT USED**

Cell Phone, Computer, General Office Equipment, VHF Radio, Airside/Groundside Vehicles, Airport Operations Equipment, Airport Issued Tools

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education and Experience:**

- Bachelor's Degree preferred, with a focus in Airport Management, Business, Economics, or Public Administration and 5 years of related work experience. Equivalent education and/or experience may be considered
- Membership or eligibility for membership in the American Association of Airport Executives (AAAE) is required

#### **Licenses and Certifications:**

- Valid Florida Driver's License
- Certification to meet the requirements for certification of handling aviation fuel within 6 months, and train-the-trainer certification within 1 year

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- The principles, practices, policies, and procedures of airport operations, applicable laws, codes, and regulations
- Basic finance, accounting, FAA/FDOT grant procedures, and recordkeeping functions
- Principles and practices of goal setting, program development, implementation and evaluation, the development of a team and the management of employees through multiple levels of supervision
- Techniques for representing the airport in meetings and negotiations with a wide variety of individuals and groups

- City of New Smyrna Beach Purchasing Policies
- Microsoft Office Suite

**Basic Skills:**

- Tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Interact and contribute with sensitivity within a multi-cultural, multi-ethnic, and socio-economic diverse community.
- Communicate clearly and effectively, orally and in writing.
- Prepare clear and concise reports, correspondence, and other written materials.
- Manage multiple projects and prioritize multiple tasks and demands.
- Delegate authority and responsibility.
- Identify and respond to staff, advisory board on issues, concerns, and needs.
- Prepare clear, concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Handle sensitive interpersonal situations calmly and tactfully.

**Mental and Physical Abilities to:**

- Write reports, correspondence, and procedure manuals.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- While performing the essential functions of this job the employee is regularly required to sit, use hands and fingers to grab, grasp, handle, or feel, reach with hands and arms, talk or hear, and lift and/or move up to 10 pounds.
- Occasional lifting, carrying, pushing, and pulling.
- Some walking or standing may be required.

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- Expressing or exchanging ideas by spoken word or perceived sound by ear.
- Good eyesight for production or the safety of self and others.

This position is part of the City's Emergency Management Team and, as such, shall be expected to perform all duties that are assigned during an emergency management operation. Any additional compensation, above the normal weekly salary shall be outlined by the City Manager in the City's Emergency Management Activation and Emergency Declaration. Failure to appear to perform emergency management assignment and to work assigned shifts as scheduled by the City's Emergency Management Director or individuals designated by the City Manager to assign such functions will result in disciplinary action up to and including termination.

*This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

Acknowledgement of receipt of Job Description

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

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Date