

Interim Airport General Manager*
Winter Haven Municipal Airport (KGIF)
Winter Haven, Florida

The City of Winter Haven, Florida is seeking a highly motivated professional with training and experience in aviation and business administration to be the manager of the City's general aviation airport. The Winter Haven Municipal Airport (KGIF) has two asphalt paved runways located on 520 acres in the heart of Florida's emerging mega-region between Tampa and Orlando. The airport's mission is to provide a full-range of corporate/business and general aviation services to Winter Haven and the surrounding region.



The airport's state-of-the-art terminal building is 13,300 square feet of space accommodating a full-service restaurant, administrative offices, aviation businesses, meeting facilities and a pilot's lounge with sleeping accommodations. The airport welcomes over 80,000 operations per year and is the base for 150 aircraft. In addition to the terminal building, the airport has 25 Executive/Corporate Hangars, 125 T-Hangars, three larger buildings with hangar space in excess of 10,000 square feet each and miscellaneous office space for lease.



More than 42,000 people call Winter Haven home with an additional 35,000 people residing in the surrounding suburban area. The City stretches over 41 square miles, eight of which take the form of sparkling, fun filled lakes. Winter Haven's high quality of life is rooted in the natural environment, well maintained parks and recreation facilities, outstanding arts and cultural experiences, and special events that provide countless opportunities for families, neighborhoods and business partners to grow and connect as a unified community.



Over the past decade downtown Winter Haven has undergone major redevelopment of historic buildings that are now home to a variety of thriving businesses and serves as the center of commerce and a destination for City residents, and other nearby cities and towns. The City's investment of over \$9 million in public improvements along with planned private sector investments totaling over \$5 million has changed the complexion and economic dynamics of the downtown district. Its vibrant energy is evident with over 100 special community events held every year. In addition, Winter Haven is the home of LEGOLAND Florida, the newest and largest LEGOLAND theme park in the world.

The Winter Haven community cares about its schools and children. Businesses and individuals alike are involved in our public education system and its goals, through advocacy, community engagement, and collaborative partnerships to assure schools are unequalled in quality, relevance and student performance. Winter Haven has 11 elementary schools, four middle schools, and two high schools with options for magnet, charter, parochial and private schools.

Winter Haven is home to Polk State College (PSC), which offers over 20,000 students a year cost effective and affordable four-year degrees. PSC's Advanced Technology Center is home to the Corporate College and offers high-tech programs such as Engineering Technology and Supply Chain Management. Florida's newest university, Florida Polytechnic, located less than one-half hour drive from anywhere in the City is dedicated entirely to S.T.E.M.



Winter Haven is where "Community Happens." It's not just about what we have, but who we are as residents. Our "Quality of Life" is a way of life, and something we choose to make a priority.

For a detailed job description as well as information/submission requirements, please go to the City's web site at www.mywinterhaven.com and click on "City Job Listings". Annual salary range is \$59,821 to \$98,800. Position closes February 4, 2019.

****This is a limited duration employment opportunity necessary to accommodate a military leave of absence for the current Airport General Manager. The employment term will be no less than 420 calendar days (sixty weeks) following February 1, 2019.***

NOTICE

EMPLOYMENT OPPORTUNITY

CITY OF WINTER HAVEN

P.O. BOX 2277 – WINTER HAVEN, FL 33883-2277

Phone (863) 291-5650

www.mywinterhaven.com

Hearing Impaired: 711 RELAY or 1-800-955-8770

January 4, 2019

OPEN COMPETITIVE INTERIM AIRPORT GENERAL MANAGER

This is a limited duration employment opportunity necessary to accommodate a military leave of absence for the current Airport General Manager. The employment term will be no less than 420 calendar days (sixty weeks) following February 1, 2019.

ESSENTIAL JOB FUNCTIONS: Performs highly responsible professional and technical work managing airport facilities, property, and fixed based operations; applying for and administering funding grants, and developing and implementing varied projects and initiatives to enhance Airport growth, economic development, productivity, service effectiveness and financial viability. Manages and ensures the safety, appearance, and use of municipal airport facilities and grounds; arranges for necessary repair and maintenance work. Negotiates property leases and obtains approval to execute; ensures compliance with all lease terms and conditions, and assists with collecting related revenues.

Directs and manages the performance of the fixed based operation and staff; verifies Minimum Operating Standards are adhered to and that user needs are fully and appropriately accommodated. Establishes and maintains a highly interactive and positive work relationship with airport users, tenants, officials, advisory boards, employees, and others. Serves and acts as the City's liaison with the Federal Aviation Authority (FAA) and Department of Transportation (DOT) on airport operations and improvement planning.

Writes grants and grant applications to seek and apply for local, state and federal funding for capital to pursue implementation of the airport master plan and other projects for the Airport and surrounding area; administers all aspects of grants received. Coordinates and ensures the integrity of the design through construction phase of such projects. Confers with engineering, planning and other City staff, as well as private contractors and consultants, to outline project plans and timelines, and establish a scope of authority, project budget and system for controlling expenditures. Conducts field inspections to monitor the status of plan and project development; prepares status reports for management.

Researches, develops, recommends and upon approval implements assorted programs and initiatives to expand and attract new service, business, and/or industry to the Airport and community. Communicates and negotiates with business and industry prospects; performs field visits to collect data, assess preliminary site layout, and gauge the potential for favorable return on investment of time and other resources. Produces and acquires approval for "tailor-made" industry client information and incentive packages. Develops and disseminates marketing materials.

Compiles the division operating budget; thereafter, monitors expenditures to guarantee approved funding alignment. Exercises analytical, written, oral and computer applications skills to prepare accurate correspondence and reports, as well as create formal presentations; publicly presents clear and concise information reports and responds to inquiries posed.

This is not intended to serve as an all-inclusive list of essential job functions; the performance of other essential functions may be required.

(OVER)

KNOWLEDGE, SKILLS & ABILITIES: Thorough knowledge of the principles, practices and techniques of organizational structure; business management and administration; public relations; marketing and finance. Thorough knowledge of aviation operations, to include FAA and DOT regulations and standards, and facility maintenance and construction. Knowledge of budgeting, cost estimation and economic development principles and procedures is essential.

Ability to clearly and concisely prepare, maintain, and present complex records and reports, in writing or orally. Ability to plan, direct, and coordinate diverse programs and perform related activities. Ability to exercise tact, diplomacy, and professionalism while interacting with diverse issues and individuals to include airport users, contractors, co-workers and others.

Must be able to define problems, collect data, establish facts, and reach valid conclusions and effect solutions to assorted issues or concerns. Must possess sound leadership qualities and adept computer and organization skills.

Must be a team player, effective negotiator, sound judgment and decision maker, and possess the ability and willingness to interact in an open, positive, participatory manner incorporating the interests of all and while ensuring agency goals and objectives are sustained.

MINIMUM EDUCATION & EXPERIENCE: Graduation from an accredited four year college or university with a degree in Public Administration, Business Administration, Aviation, or related field. Five years of experience in aviation, airport operations, and/or airport management. Two years supervisory experience. Flight experience and possession of pilot's license is preferred. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS: Absence of non-prescribed controlled substances in the applicant's system as verified by a laboratory approved by the City of Winter Haven.

PHYSICAL/ENVIRONMENTAL FACTORS: Must have the physical ability, strength and flexibility to perform the job functions in the work environment. Reasonable accommodations will made for otherwise qualified individuals with a disability.

SALARY & BENEFITS: \$59,820 - \$98,800 annually with a benefit package that includes 12 vacation days, 12 sick days and 11 paid holidays per year; dental and life insurance plan participation; a 401(a) Retirement Plan, plan and Social Security coverage.

CONTACT: Human Resources

CLOSING DATE: February 1, 2019, 5:00 p.m.

"EQUAL OPPORTUNITY EMPLOYER"