

JOB DESCRIPTION



Position Title: Director of Aviation Programs

Department: Aviation

Employment Category: Administrative Staff

Primary Location: Douglas Campus

FLSA Classification: Exempt

Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: AS18

Position Summary: The Director Aviation Programs is responsible for providing direction and leadership to the aviation department, managing the operation and programs related to the department, coordinating program development, identifying and developing industry partnerships and support, and ensuring compliance with college and outside accrediting agencies.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of policies and procedures, this position:

Supervises department faculty and staff; oversees the submission of chief flight instructor and assistant chief flight instructor assignments to the Federal Aviation Administration (FAA) for final approval; provides flight and/or ground training as needed to ensure efficient program operations and quality assurance as qualified by FAA certification; ability to qualify as backup to the chief flight instructor and/or assistant chief flight instructor as needed; assists in recruitment, hiring and training of certified flight instructors and department staff

Oversees lease agreements for airplane and any related equipment, ensuring proper maintenance, insurance, and related services are appropriate to support the student population and program needs

Implements and evaluates standardized instructional practices; provides guidance and assistance in TCO/syllabi development, implementation and training standardization; ensures compliance with FAA regulations and best practices; supervises and evaluate overall performance of training fleet, including the management of maintenance, as well as advising on all aspects of fleet improvement, utilization, and long-range planning.

Oversees program marketing efforts and activities related to student recruitment and retention; facilitates development of collegiate partnerships and professional experiences leading to internships, and activities that support student advancement; provides analysis and recommendations for program improvement, and recommends opportunities for resource development.

Serves as Airport Manager for the P03 public use airport; ensures the airport is maintained in safe operating condition; assists with grant acquisition for facilities and infrastructure development and growth; coordinate with state agencies, college team members and designated contractors on projects for the airport development; responsible for issuing/overseeing Notices to Airman (NOTAM) regarding airport closures and restrictions to operations

Develops and maintains department budget and long-term strategic plans

Oversees Resource Management System accuracy

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand

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the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in aviation, education, public administration, business, or related field from a regionally accredited institution of higher learning recognized by the US Department of Education

FAA certification(s): Flight Instructor-ASE and AME, Instrument

Five years' recent active experience in flight instruction

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of college operational practices, policies and procedures, and the ability to follow them

Knowledge of the proper operation of and the ability to use personal computers and job related software, including Microsoft Office Suite and other job specific software

Knowledge of principles of curriculum development

Knowledge of budget preparation, monitoring and administration

Knowledge of management practices and principles

Knowledge of aviation curriculum, and employment trends

Knowledge of aviation and aircraft systems

Knowledge of aviation certification agencies, such as FAA, and other relevant federal entities

Knowledge of public relations/marketing methods

Knowledge of community services, organizations and/or industries

Knowledge of student recruitment and retention methods

Skill in preparing, monitoring and maintaining budgets

Skill in establishing community and/or industry contacts

Skill in soliciting donations and cooperative programs

Skill in presenting ideas and concepts orally and in writing

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; work independently in meeting various time deadlines and work pressures with frequent interruptions

Ability to work independently, prioritize, and manage multiple projects with attention to detail

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls and in a hangar or airplane with varying climate conditions. May include exposure to mechanical and chemical hazards as well as those associated with aircraft operation and flight. May require travel, working evenings and weekends.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, large motor skills, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing, or involves sitting most of the time with some pushing and pulling of arm or leg controls.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Executive Vice President/Provost

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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