



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**AIRPORT MANAGER
COMMISSIONER'S COURT**

The Ector County Commissioner's Court is in need of an Airport Manager. The Manager will oversee the efficient operations of the airport facility. The ideal candidate will have a strong background in aviation management, exceptional leadership skills, and a commitment to ensuring the safety, security, and satisfaction of all airport users.

PRIMARY DUTIES: The Airport Manager will work under the general guidance and direction of the Commissioner's Court and Ector County Judge. The Manager will supervise all aspects of airport operations including terminal management, runway usage, and ground services to ensure efficient and safe operation. Develop and implement policies and procedures to streamline operations and enhance the customer experience. Monitor and maintain compliance with all relevant aviation regulations and safety standards. Oversees the facility management and maintenance and upkeep of airport facilities, including runways, terminals, hangars, and support buildings. Coordinate with maintenance staff and external contractors to ensure timely repairs and improvements. Manage airport resources effectively to optimize operational efficiency and minimize downtime. Will foster a culture of exceptional customer service among airport staff, corporate customers, and other service providers. Address airport customers concerns and complaints in a timely and professional manner, striving to exceed expectations. Implement initiatives to enhance the customer experience and promote the airport as a preferred travel hub. Develop and manage the airport budget, ensuring fiscal responsibility and accountability. Identify opportunities for revenue generation and cost savings through strategic planning and innovative solutions. Monitor financial performance metrics and implement corrective actions as needed to achieve budgetary goals. Prioritize safety and security throughout all airport operations, implementing and enforcing relevant protocols and procedures. Collaborate with local authorities, regulatory agencies, and security personnel to mitigate risks and respond effectively to emergencies. Conduct regular safety audits and inspections to identify potential hazards and ensure compliance with all applicable regulations. Ability to research for and successfully apply for grants regarding the airport and airport related activities.

Build and maintain positive relationships with airport customers, government agencies, tenants, and other stakeholders to foster collaboration and mutual success. Represent the airport in meetings, negotiations, and public forums, advocating for the interests of the facility and the community it serves. Seek opportunities for partnerships and collaborations to enhance the airport's reputation and economic impact.

QUALIFICATIONS:

Bachelor's degree in Aviation Management, Business Administration, or a related field (Master's degree preferred). Minimum of 5 years of experience in airport management or a similar leadership role within the aviation industry. 3 years of experience in FBO management preferred but not required. Comprehensive knowledge of airport operations, regulations, and industry best practices. Strong leadership abilities with proven experience in team management and development. Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders. Sound financial acumen and experience managing budgets and financial performance. Demonstrated problem-solving skills and the ability to make sound decisions under pressure. Certification from relevant aviation authorities (e.g., Airport Certified Employee - ACE) is desirable. Private Pilot's License with Instrument Rating preferred but not required.

WORK CONDITIONS: The Airport Manager position typically operates in an office environment within the airport terminal, with frequent visits to various operational areas. The role may require occasional travel, including attendance at industry conferences and meetings.

SALARY: Up to \$40.87 p/h DOE plus excellent benefits; Monday thru Friday; 8:00 am-5:00 pm; and will include emergency responses 24/7.

DEADLINE: Until a sufficient amount of applications have been submitted for consideration.

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Submit resume, cover letter, and any relevant certifications or credentials. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.