

# NOTICE OF VACANCY

**DEPARTMENT:** Oneida County Department of Aviation  
**TITLE:** Commissioner of Aviation  
**GRADE/SALARY:** 49H - \$72,080 - \$78,296 plus Excellent Benefits  
**DISTINGUISHING FEATURES:**

This position manages, leads, and supervises County resources; ensuring safe and efficient operation of the county airport, Griffiss International Airport. It is an executive classification requiring special knowledge and experience in airport management with the proven ability to provide oversight to facility infrastructure, water/sewage systems, and construction/contract management. The Commissioner of Aviation performs landlord functions for County-owned buildings located on the Airport, and serves as advisor to the County Executive on aviation matters. The position mandates proven knowledge, interpretation skills, and execution abilities of the Federal Aviation Administration and the Transportation Security Administration rules and regulations. The work is performed as prescribed by the Oneida County Charter and Administrative Code. Airport management responsibilities apply on a twenty-four (24) hour per day, seven (7) day per week basis. The incumbent performs related work as required.

## **MINIMUM QUALIFICATIONS:**

Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.

An equivalent combination of experience and training as outlined below may be combined to the satisfaction of the County Executive:

Graduation from a New York State or regionally accredited college or university with a Bachelor's Degree or higher in Aviation Management, Business Administration, Public Administration, or a degree acceptable to the County Executive **AND** five (5) years of experience in airport management, or a related management position involving responsibility for planning, directing, supervising, and coordinating the work of staff in airport operations with maintenance activities.

## **Required Prerequisites:**

1. Demonstrated experience in lease negotiations
2. Demonstrated experience in contract management and/or oversight
3. Documented capability to manage departmental budgets (letter of reference or personal evaluation report)
4. Documented capability to manage, lead, and supervise personnel (letter of reference or personal evaluation report)
5. Documented capability to author/co-author airport regulatory rules, regulations, and policies/procedures (letter of reference, present document, or personal evaluation report)
6. Applicant must be able to pass and hold a security background check performed by the TSA
7. Applicant must possess a valid New York State driver's license at time of appointment and must maintain license throughout appointment

## **Preferred Prerequisites:**

1. Certified Member or higher by the American Association of Airport Executives
2. Demonstrated experience in union and labor relations negotiations
3. FAA Private Pilot or higher license
4. FAA Airframe and Power Plant Mechanic license
5. Department of Defense, military or civilian experience in logistics or aviation fields
6. Technical abilities to participate in engineering phase of airport projects

**MAIL APPLICATION TO:** Oneida County Department of Personnel  
John P. Talerico, Commissioner  
800 Park Avenue  
Utica, NY 13501

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Applications accepted until position is filled. Applications may be picked up in the Department of Personnel – 3<sup>rd</sup> Floor of the Oneida County Building or downloaded and printed from our web site at [www.ocgov.net](http://www.ocgov.net), (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and request an application be mailed to you.

**\*\*Oneida County is an equal opportunity employer\*\***

01/13/12