



## AIRPORT AND FERRY ADMINISTRATOR

**Department:** Planning and Public Works  
**Job Class #:** 148500  
**Pay Range:** Executive 07

**FLSA:** Exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** The Airport and Ferry Administrator serves as the division manager and has overall responsibility for the management and administration of the Pierce County's Ferry System and Airports (Tacoma Narrows and Thun Field). An employee in this class is responsible for managing, directing, and coordinating the County's Airport and Ferry Systems operations, capital, and public outreach and communications programs, planning, programming, organizing, and directing the activities of the ferry and airport operations.

**SERIES CONCEPT:** The Airport and Ferry Administrator is the second level in a two-level classification series. The classification is designed to be a division manager. It is distinguished from the Assistant Airport and Ferry Administrator classification by having overall responsibility for a division within Planning and Public Works.

### **ESSENTIAL FUNCTIONS:**

- Manage, direct, coordinate, and supervise the day to day operations of Pierce County's airport and ferry systems.
- Plan, develop, and implement major department policies, long range planning and programming activities, and ensure compliance with federal, state, and local regulations.
- Provide oversight and ensure the implementation of adopted recommendations of airport and ferry studies and plans.
- Oversee and manage an extensive public involvement process. Meet with interested parties and community groups, elected officials and agency staff to discuss issues pertaining to airport and ferry systems, including but not limited to policies, rates and charges, vessel schedules, safety, noise, terminal operations and management, security and emergency response.
- Oversee, provide guidance and approve the division budget.
- Establish financial management policies and procedures.
- Oversee and ensure that programs/projects meet timelines and are accomplished within appropriated budget.
- Review and approve new revenue sources for operations and capital programs.
- Follow established county procedures for budgeting, procurement, and contracting.
- Develop long-range plans and program improvements for the division.
- Coordinate capital construction programming, project development, and construction of County facilities.
- Identify the need for consultants or outside services for studies, facility design, and inspection.
- Prepare, negotiate, recommend, and administer contracts and agreements with other contractors and private companies.
- Coordinate legal resources and evaluate and recommend appropriate course of action on litigation as requested.
- Ensure airport and ferry activities comply with department, county, state, and federal policies, practices, and procedures.
- Assist in developing recruitment and selection processes including conducting interviews.

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#### **ESSENTIAL FUNCTIONS: (continued)**

- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Manage, supervise, and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods of expediting workflow.
- Assign, review, and approve work of subordinate staff; investigate grievances involving subordinates and recommend resolution; recommend hiring, promotion, and disciplinary actions; approve leave requests and overtime; provide adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Ensure consistent interpretation and application of laws, rules, policies and procedures.
- Establish and maintain effective working relationships with County officials, employees, and the public.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends and holidays.

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned by the Director or Deputy Director or his or her designee.

**SUPERVISION RECEIVED AND EXERCISED:** This classification serves as a division manager and works under the direction and supervision of the Director and Deputy Director of the Planning and Public Works Department. The Director and Deputy Director are responsible for making assignments, establishing time commitments, and evaluating performance. The Airport and Ferry Administrator provides supervision over assigned staff.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment or in the field at various job locations. Travel to work locations, job sites, or to various meeting locations is required. Work is subject to normal office noise and, when in the field, the position is subject to inclement weather conditions, traffic and hazardous conditions affiliated with airport and ferry operations maintenance and repair work.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. This position requires the use of finger dexterity to use and operate a personal computer and related office equipment. The use of sight and hand coordination is required to drive to various job sites and meeting locations. Bending, lifting, and carrying items weighing less than 40 pounds may be required on a less frequent basis. Sitting at a desk or attending a meeting for a prolonged period may be required. Speaking and making oral presentations to public and private officials and special community groups is required.

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

##### **Knowledge of:**

- Extensive governmental organization, rules, regulations, and process for all public works functions.
- Airport and ferry regulations, and relevant laws and regulatory agency requirements including federal, state, and local laws, rules, and regulations.

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#### **KNOWLEDGE SKILLS AND ABILITIES: (continued)**

- Sound and acceptable administrative principles necessary to plan, develop, finance, operate, and maintain County airport and ferry facilities and capital projects.
- Methods and procedures used project management and control.
- Sound fiscal programs and budget processes necessary to manage assets to ensure that budget constraints and timelines are met.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Work with legislative parties and interest groups to forward the division's objectives.
- Keep up to date with "best practices" and establish or adapt procedures that balance business performance with mission and values.

#### **Skill in:**

- Public relations and government affairs activities to include speaking before large groups, drafting news releases and stories, articulating department and County goals and projects to the media, the County Council or other government officials.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures, and in effective problem-solving.
- Use and operation of personal computer, job-related computer programs.
- Strategic planning and program development.

#### **Ability to:**

- Administer, manage, and supervise the airport and ferry systems operations.
- Plan, develop, and implement adopted recommendations of airport and ferry studies and plans.
- Plan, develop, and implement long range goals and departmental objectives.
- Provide strong leadership and manage conflict effectively.
- Work under stress and pressure and respond to crisis and emergency situations.
- Make independent decisions in matters requiring established policies, or matters having major impact or long-range effects.
- Negotiate, administer, and monitor contract agreements with contractors and private companies.
- Make decisions and exercise judgment in developing, applying, and interpreting departmental policies and procedures.
- Direct and provide guidance to a variety of people.
- Excellent problem-solving and critical-thinking skills to recognize and comprehend complex issues, policies, regulatory requirements and industry information affecting the business environment.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Supervise, train, and evaluate performance of assigned staff.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a technical, management and/or administrative nature in support of Department/County goals and objectives.
- Understand and follow written and verbal instructions.

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#### **KNOWLEDGE SKILLS AND ABILITIES: (continued)**

- Work effectively and productively with others.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor's degree in Transportation Planning, Business or Public Administration, Engineering, or related field and five years of progressively responsible transportation program administration, planning or analysis experience which includes two years in a lead or supervisory capacity OR any equivalent combination of education and experience which includes two years in a lead or supervisory capacity is required. A Master's degree in Business, Public Administration or related field is preferred.

#### **SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:**

Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position. Satisfactory physical condition, as evidenced by a county-approved physical examination, may be required prior to appointment to the position. Ability to successfully complete and pass all required background investigations. including submission of fingerprints is required.