

New York State Department of Civil Service
Division of Classification & Compensation

Tentative Classification Standard

Occ. Code 7619000

Director Republic Airport, M-4

Brief Description of Class Series

The Director Republic Airport directs all airport operations at the Republic Airport facility and acts as the State's official representative at the local level for all airport matters.

This position is classified only at the Department of Transportation (DOT).

Distinguishing Characteristics

Director Republic Airport: non-competitive; one-position class; oversees airport operations; and manages staff.

Illustrative Duties

Obtains advice from the Republic Airport Commission to advise DOT with respect to the administration and management of the airport.

Oversees contract and policy administration.

Serves as liaison with local, state, and federal authorities.

Revises all airport rules, regulations, and plans, as needed.

Oversees development of airport-related projects, including design, environmental compliance, construction, and construction inspection.

Obtains necessary approvals to implement projects and carry out the State's airport-related programs and enforcement of all applicable regulations.

Oversees the maintenance of the runway, approaches, airport facilities, airport equipment, and the airport grounds.

Monitors compliance with all federal and state aviation requirements.

- Oversees Federal Aviation Administration regulated air traffic control tower and plane traffic for the airport.

- Oversees Federal Customs and Boarder Control procedures.

Directs professional, financial, and maintenance airport staff.

Minimum Qualifications

Non-competitive: A bachelor's degree and seven years of experience planning and managing operational and capital budgets, and managing large projects from concept through implementation. Five years of this experience must include directing general aviation and/or commercial airfield operations or airport facilities administration. Two years of this experience must include managerial experience.

Substitution: A master's degree may substitute for one year of the required experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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