

Vacancy Announcement

DATE: August 27, 2019
TO: All Qualified Applicants
FROM: Human Resources
RE: Assistant Director of Airports
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for an Assistant Director of Airports for RavnAir Group. This position reports to the Director of Airports and is responsible for assisting with the oversight and management of all airport activity within the RavnAir Group. The successful candidate will have previous supervisory experience in an airline capacity, be capable of traveling to various airport locations, and has strong communication and organizational skills.

This is an exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, with semi-regular travel to RavnAir Group airports around Alaska, however overtime may be required as dictated by business needs.

Minimum Qualifications

- A High School Diploma or GED is required, with a preference towards higher education with a management focus;
- Must have previous experience in managing within a multi-unit environment;
- Requires at least five years of experience in a supervisory capacity within an airline environment;
- Ability to travel extensively during all seasons as necessary;
- Detail-oriented with the ability to prioritize multiple tasks;
- Strong written and verbal communication skills;
- Must have strong leadership capabilities and interpersonal skills;
- Proficiency with computers including Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook);
- Proficient, or able to become proficient, in processes and procedures as outlined in the Airport Operations Manual (AOM);
- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);

- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Responsible for assisting the Director of Airports with oversight and management of all airport activity within the RavnAir Group;
- Reports to the Director of Airports and, through self or designee, directs administrative, operational, and regulatory functions to ensure safe, efficient, and profitable airport operations;
- Supervises, coordinates, and reviews airport operations and related matters; community relations; coordinating airline requirements for airport facilities; supervising enforcement of applicable federal, state and local regulations pertaining to airport operations, safety and security; and participating in planning for future growth and expansion;
- Works with Director of Airports on leadership development and succession planning of airport management and identification of front line staff with management potential;
- Consults with Director of Airports, working to develop policy and procedural directives for RavnAir Group airports throughout the state of Alaska, maintaining compliance with all relevant programs, policies, procedures and certifications;
- Promotes development of programs to maximize revenue sources for the operation and maintenance of the airports;
- Develops and oversees procedures and systems for the inspection, maintenance, safety and security of airport infrastructure, facilities, buildings, structures, equipment and grounds;
- Has oversight of personnel, scheduling, required training and compliance;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the organization in compliance with Safety Management System (SMS);
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVNAIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@ravnairgroup.com

Fax: (800) 616-5081

Mail: RavnAir Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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