

An aerial photograph of the Aspen/Pitkin County Airport, showing the runway, taxiway, and surrounding green valley with mountains in the background. The sky is blue with some clouds.

The Aspen/Pitkin County Airport

**The Aspen/Pitkin County Airport Invites
Application for Assistant Aviation
Director-Administration**

**PITKIN
COUNTY**

—  —
ASPEN/PITKIN COUNTY AIRPORT

Executive Search Services Provided by ADK Executive Search



ABOUT ASPEN

Aspen is a place that famous song writers have immortalized in their music, countless photographers have attempted to capture every season and breathtaking view, and artists have continued to share their vision for over a century.

Situated high in the Rocky Mountains and located 200 miles southwest of Denver, Aspen was named for its abundance of aspen trees. Originally a summer hunting camp for the Ute Indians, it saw its first white settlers in the 1870s when the area became a mining camp, a part of the famed Colorado Silver Boom.

The city is now a world renowned ski resort, as well as a tourist and cultural center. Downtown has been largely transformed into an upscale shopping district that includes high-end restaurants, salons, and famous name boutiques. To Aspen's credit, the city has closely guarded its robust history and architecture, with its multi-colored, gingerbread Victorian era homes and commercial buildings. These "painted ladies" create a fascinating and vibrant downtown, defined by the surrounding majestic mountains.



With more than 300 days of sunshine a year, Aspen is a destination for outdoor enthusiasts throughout the years. Favorites include winter skiing, cross-country and snowboarding, spring white water rafting, summer hiking and biking, and fall horseback riding through dense yellow aspen groves on the mountain side.

In the late 1940s, skiing arrived in Aspen as did modern day founders Walter and Elizabeth Paepcke. With a vision for the community that focused on Mind, Body and Spirit, the Paepckes helped Aspen begin a civic and cultural renaissance - one that continues to this day. There is an endless array of things to do and special events. No wonder Aspen is visited by people from all over the world.

CULTURE & THE ARTS

Aspen is a music lover's paradise. In the summer as you stroll through the streets you can hear live music drifting from restaurants and open windows of homes as talented young musicians from around the country are drawn to the Aspen Music Festival and School.



Local calendars are full of events and places to go including Theater Aspen, Aspen Santa Fe Ballet, Jazz Aspen Snowmass, Aspen Music Festival, and Aspen Art Museum, packed with music, dance, theater, educational programs, lectures and more.

FOOD & WINE

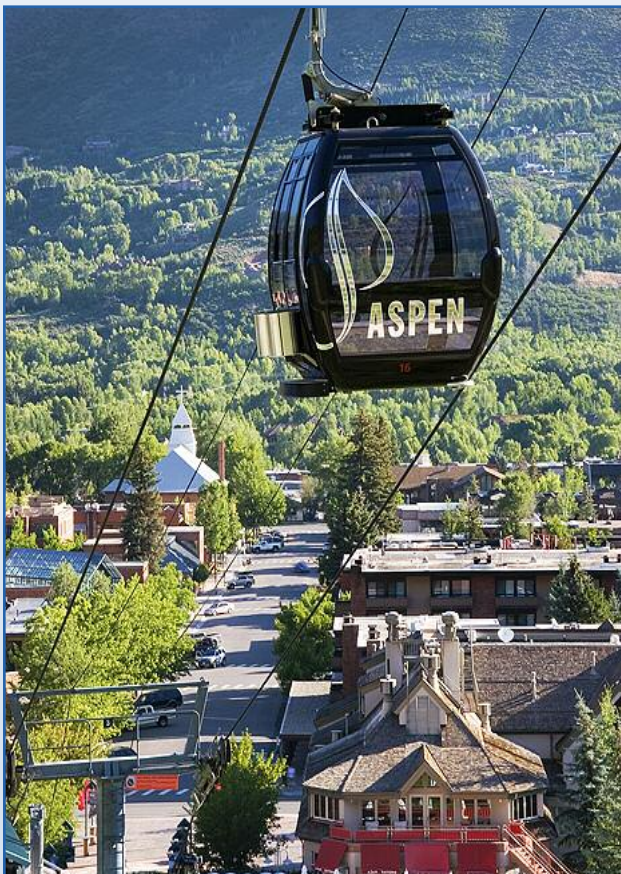
Each year in June the Aspen summer season is kicked off by the **Food & Wine Classic in Aspen**. The 30th annual event, featuring wine tasting, cooking demonstrations, guest speakers, as well as a cooking competition will take place in 2012. This event has grown through the years to a major culinary event in the U.S. where people mingle with top chefs and Hollywood stars. With a history of fine dining and appreciation of the culinary arts, there is boundless dining and nightlife that add excitement to this part of the Rockies. And don't forget the Farmer's Market in the summer with its fresh local foods, homemade crafts, and lively music.



THE MOUNTAINS: SNOWMASS, ASPEN MOUNTAIN, ASPEN HIGHLANDS, AND BUTTERMILK

With one lift ticket, locals and tourists enjoy the variety of four mountains with over 5,300 acres.

- At 4,406 vertical feet, **Snowmass** has the most vertical feet in the country.
- **Aspen Mountain**, with its famous black-diamond terrain, has kept Aspen on the map since 1947.
- With breathtaking 360-degree views of the Maroon Bells and an abundance of expert terrain as well as groomed cruisers, it's no wonder **Aspen Highlands** has been the locals' favorite for over 50 years.
- **Buttermilk** built its 50-year legacy on wide-open and gently rolling trails that cater to beginners and families. Today it's famous for hosting the ESPN Winter X Games through 2012 and being voted #1 by *Transworld Snowboarding Magazine* Reader's Poll for best park and pipe.



IMPORTANT LINKS TO EXPLORE

<http://www.aspenairport.com/>
<http://www.aspenpitkin.com/>
<http://www.aspenchamber.org/>
<http://www.aspensnowmass.com>
<http://www.wheeleroperahouse.com/>
<http://www.aspenmusicfestival.com/>
<http://www.jazzaspensnowmass.org/>
<http://www.aspenartmuseum.org/>
<http://www.aspensantafeballet.com/>
<http://www.foodandwine.com/classic>
<http://www.aspensnowmass.com/onmountain/default.cfm>



THE AIRPORT — The Aspen/Pitkin County Airport (ASE) is located in Pitkin County, CO near Aspen. Walter Paepcke and John Spachner founded the airport as a privately owned, public use gravel landing strip in 1946. Today, the airport is owned by Pitkin County and operated by the Pitkin County Board of County Commissioners (BOCC) under the supervision of the Aviation Director and the County Manger's Office.

With local attractions such as the Maroon Bells, Independence Pass, 4 ski areas and the Aspen Institute, the community, and its airport, is a center for resort and business activity. ASE is a busy commercial service airport as well as a center for general aviation and corporate aircraft activity. In this role, the airport is one of the most important transportation infrastructure components supporting the area's economy. No other commercial service airport in North America is located closer to a major ski area than is ASE.



ASE completed a 1,000-foot extension of the runway and taxiway in 2011, a major milestone for the airport and the surrounding community. Operated by a staff of 33 full and part-time employees, ASE has an operating budget for 2011 of just over \$7 million dollars and a capital budget approaching \$18 million dollars. Enplanements in 2010 were nearly 228,000 and annual operations were over 37,000.



THE POSITION & ORGANIZATIONAL PROFILE —

The Assistant Aviation Director-Administration has three (3) direct reports and oversees the administrative, financial, security, ground transportation, and customer service functions at the Aspen/Pitkin County Airport (ASE).



- Directly responsible for the preparation and implementation of ASE's short- and long-term financial planning, development of ASE's annual budget, and the five year financial plan.
- Develops, maintains and assists in implementing ASE's multi-year capital improvement program in partnership with internal and external stakeholders
- Manages ASE's federal and state grant programs and passenger facility charge program, including ensuring compliance with applicable federal, state and local requirements.
- Oversees ASE's overall security program, including compliance with all Department of Homeland Security (DHS), Transportation Security Administration (TSA), and Federal Aviation Administration (FAA) security regulations, directives and requirements. Serves as ASE's federally-required Airport Security Coordinator (ASC).

- Oversees ASE's ground transportation, parking and customer service functions. Works with community partners to implement and monitor ASE's guest services operations.
- Conducts ASE's procurement, and ensures all departmental procurement is in accordance with the County's procurement code, and any other federal, state or local procurement regulations. Assists other County departments with procurement issues and procedures.
- With minimal direction from the Director of Aviation, recommends, negotiates, implements and manages complex airport leases, contracts and concession agreements.
- Manages and coordinates the efforts of the Airport's contract engineers, planners and consultants.
- Insures compliance with all local, state and federal laws, and professional standards governing the Airport's administration.



THE IDEAL CANDIDATE — *The ideal candidate will have:*

- A Bachelor's Degree from an accredited four-year college or university in Airport Management, Aviation Management, Public Administration, Business Administration or a related field.
- At least five (5) years of progressively responsible administration, finance, operations and planning experience at public commercial service airport, or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- A.A.E accreditation, or within twelve (12) months of hire.
- Ability to obtain a valid Colorado drivers' license.
- Incident Command System (ICS) training, level ICS-300 or above.

The ideal candidate will have demonstrated proficiency and /or experience in the following areas:

- Principles and practices of public commercial service airport management, operations and administration.
- FAA regulations, policies and practices applicable to public use commercial service airports in the United States.
- GASB, OMB and FAA airport accounting standards and principles.
- DHS and TSA Aviation Security Regulations, directives, practices and policies.
- Fundamentals of airport budgeting, financial planning and establishment of airport rates and charges.
- Administrative principles and practices, including goal setting and program budget development and implementation and personnel management.
- Incident Command System (ICS) principles and practices.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and techniques of research, statistical analysis and report presentation.
- Principles and practices of mediation, negotiation, and conflict resolution.
- Establishing and maintaining effective working relationships with a variety of community members, Airport tenants, governmental entities, public officials, elected officials and others.
- Negotiating complex leases, agreements and contracts with a variety of external entities and parties.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing a variety of financial, operational, personnel and management problems and making, implementing and evaluating recommendations for their solution.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff, and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Using PC's with proficiency in document/file management, word-processing, complex spreadsheet creation, database management, email usage and other airport-specific applications.
- Ability to facilitate meetings and problem solving sessions.
- Ability to maintain a very high level of professionalism and strong political acumen.
- Ability to speak effectively before a variety of public groups and respond to questions.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Ability to communicate orally and in writing; expressing facts and ideas in a clear, convincing and organized manner.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

The ideal candidate will have demonstrated the ability to:

- Inspire, motivate, and guide others toward goal accomplishments.
- Consistently develop and sustain cooperative working relationships.
- Encourage and facilitate cooperation within an organization and with citizen groups.
- Foster commitment, team spirit, pride, trust.
- Develop leadership in others through coaching, mentoring, rewarding, and guiding employees.

COMPENSATION & BENEFITS

Starting salary is \$95,000-105,000 with an excellent benefit package including relocation expenses.



HOW TO APPLY

Please submit a cover letter, resume, and a minimum of five professional references, including your working relationship to them, to ADK Executive Search at: ase@adkexecutivesearch.com. Your submission should include a separate supplement with responses to the following:

1. Describe the experience you have had in supervising others and your philosophy for keeping employees motivated and engaged in their work.
2. Detail the experience you have in finance administration including: financial planning, reporting, and analysis; the budgeting process; and the establishment of airline rates and charges.
3. Describe your experience in management of properties, negotiation of leases, development of contract terms and conditions, concessions, and facility planning.
4. What has been your role in developing and implementing customer service programs at your previous airports?
5. What are the key elements of a successful team-oriented management style? Give examples of your experience in implementing and maintaining a collaborative, team-oriented leadership culture.
6. This position requires a unique combination of technical detail with leadership skills that exhibit flexibility, an ability to move quickly from one seemingly unrelated discipline to another, and independent judgment. Why do you feel that this position is right for you?

Only complete electronic submissions will be considered.

Please complete the ADK employment application form at:

https://adkexecutivesearch.com/Application_Form.html (This is a secure link.)

Application Deadline: Position open until Sunday, January 22, 2012.

Pitkin County is an Equal Opportunity Employer.

Email Questions to: ase@adkexecutivesearch.com.

PHOTOS & INFORMATION COURTESY OF:

Aspen/Pitkin County Airport

City of Aspen/Pitkin County

Aspen Chamber

www.aspensnowmass.com

