

The City of Boise  
invites application  
for the position

# Airport Deputy Director

Operations & Security



# An Overview of the Position and Boise, Idaho

## Airport Deputy Director, Operations & Security

The City of Boise is actively seeking an exceptional, dynamic leader with a successful career in airport management. The superior candidate will show progressive levels of responsibility to lead the operations and security activities of Boise Airport. Under the administrative direction of the Airport Director, the Deputy Director, Operations & Security plans, organizes, and administers operations and security activities such as: airside operations, landside operations, training, security, and liaison to local police department in support of airport law enforcement activities. May be designated to act as Airport Director in his/her absence.

Essential duties of the position consist of:

- Manages Airport Security Operations and Badging functions
- Manages Airside and Landside Operations functions
- Acts as Airport Duty Manager on a rotating basis
- Updates and Maintains various airport operational plans in accordance with federal, state, and local mandates



- Reviews all security and safety issues or incidents and directs corrective actions as needed
- Manages airport training functions to include exercises
- Develops and implements action plans in support of Airport and City strategic plans and goals
- Coordinates and reviews inspections of Airfield facilities to ensure compliance with federal mandates

The Deputy Director, Operations and Security is responsible for direct supervision, through subordinate supervisors, of airside, landside, security, badging, and training personnel. Direct reports include: Operations Supervisor and Training Coordinator.

## Mission of Boise Airport

Boise Airport serves the air service needs for the community of Boise, as well as the regional, national, and international needs of all segments of aviation.

- Aviation infrastructure
- Ability for growth
- Economic engine
- Global connection
- Leadership & vision

Boise Airport (BOI) has a tradition of strong growth and is constantly seeking to meet the challenges of a growing community and ensuring strong air service for the future. Boise Airport has responded to a rapidly growing

community with a terminal expansion program in the late 1990s. In 2003, BOI opened Phase I of its newly expanded terminal building consisting of a new two-tiered roadway system, ticket lobby, baggage claim, conference center, administrative offices, and fully integrated baggage system. Phase II, including a new security checkpoint, ground-loading concourse, and food court, followed in 2004.

Boise continues to see strong passenger activity. In 2007, BOI recorded its best year with over 3.36 million annual passengers. As the

primary commercial service airport in southwestern Idaho, BOI serves an area (with a population of nearly 700,000) that extends well into eastern

Oregon. Boise is served by 7 airlines which provide non-stop service to 19 markets, including many of the busiest airports in the country.

The airport recently completed its Master Plan Update involving an extensive study of future (30-year) airport facility needs, an analysis of alternatives, and Airport Layout Plan (ALP). The Master Plan Study and ALP are being conducted in accordance with the requirements of the Federal Aviation Administration (FAA) and the City of Boise. BOI's last Master Plan update was



# Job Requirements and Compensation

published in February 2001. Since the last update, BOI has completed several major projects and the aviation industry has undergone major changes.

Aside from the terminal expansion program, BOI has some new effective tools for ensuring safety and improving air service. In November 2007, BOI received a CAT-III Instrument Landing System, maximizing landing capabilities during fog/inversion which can occur in the valley during winter months. The FAA broke ground on a new airport traffic control tower in January 2008 which is expected to be commissioned in early 2012, and will allow for growth in the vicinity of the third runway, currently a 5,000 assault strip used primarily by the Idaho Air National Guard.

## Boise – City of Trees

The City of Boise is the capital of Idaho and the largest city in a thriving metropolitan area of 587,000 people. Nestled in the Treasure Valley against the majestic foothills, Boise revolves around a vibrant downtown surrounded by welcoming, comfortable neighbor-

hoods. Boise is rich in history, culture, public art and galleries, sporting events and fine dining. Situated where the high desert meets the western edge of the Rocky Mountains, Boise is the gateway to exceptional recreational opportunities, including: world famous white-water rafting, Nordic and Alpine



skiing, snowboarding, hunting, fishing, backpacking and camping. Boise has thousands of acres of open space which hold miles of trails great for hiking, mountain biking and enjoying the outdoors. The Boise River Greenbelt is a great place for biking, roller-blading or a casual stroll, and runs through several surrounding cities and the county, connecting citizens to parks, downtown, neighborhoods and other cities and recreation.

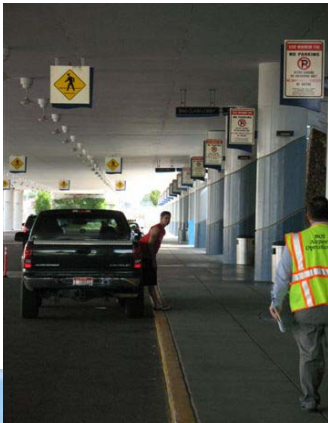
Several large regional, national and international companies maintain home offices or large facilities in the Boise area, including the Boise Corporation, SuperValu, Simplot Corporation,

Hewlett-Packard and Micron Technology. Boise is also home to Boise State University, the state's largest university with an enrollment exceeding 19,000 students, as well as satellite campuses of the University of Idaho and Idaho State University.

The cultural hub of the Treasure Valley, Boise is home to the Idaho Shakespeare Festival, Zoo Boise, Idaho Historical Museum, Idaho Botanical Garden, Basque Museum & Cultural Center, World Center for Birds of Prey, Idaho Anne Frank Human Rights Memorial, Boise Art Museum, Discovery Center of Idaho, Idaho Black History Museum, Log Cabin Literary Center, Ballet Idaho, Boise Philharmonic, Gene Harris Jazz Festival and many other events and attractions. With an average of 234 sunshine days a year, the Treasure Valley enjoys moderate temperatures in a four-season climate and a great quality of life.

## Attributes of the Ideal Candidate

The City of Boise desires candidates with knowledge of: principles and practices of airport operations, administrative principles and practices, including goal setting program development, implementation and practices of employee supervision and manage>



ment, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; general knowledge of federal rules and regulations relative to all aspects of airport operations; and budget development and analysis.

The candidate should also have skill in: administering programs, contracts and staff through subordinate supervision; training others in policies and procedures related to their work and providing for their professional development; developing and implementing goals, objectives, policies, procedures and work standards; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; setting priorities coordinating multiple activities and meeting critical deadlines; using tact, discretion and prudence in dealing with those contacted in the course of work.

## Qualifications of a Superior Candidate

The superior candidate will demonstrate extensive and varied airport administration experience with strong skills in management, interpersonal relations, and workforce development. To be eligible for this position, an applicant must meet the following required qualifications: at minimum a bachelors degree in airport administration, planning, business or public administration, or related field; and five (5) years in airport management, operations, or airport security at a commercial service airport. Candidate must also have a valid Idaho driver's license (or the ability to obtain within 6 months of hiring) and pass a security background check.

Preferred candidates possess the following qualifications but are not required to be eligible for this position: master degree, private pilot's license, and A.A.E. accreditation.



## Compensation & Benefits

Annual starting salary range is \$71,868 to \$83,851 dependent on qualifications.

The City of Boise offers excellent benefits to full time and part time employees, including health insurance and retirement.

Senior management benefits include:

- Relocation benefits
- Membership in the Public Employee Retirement System of Idaho
- Deferred compensation (457) plan, including 2% employer match
- Group health, life, vision and dental insurance for employee and family
- Flexible spending account
- Long-term disability plan
- Ten (10) paid holidays
- Sick leave accrual at eight (8) hours per month
- Vacation leave accrual at eight (8) hours per month
- Employee Assistance Program
- Employee wellness program
- Post employment health plan

## Process and Procedure How to Apply

1. Please complete the ADK employment application form at [https://adkexecutivesearch.com/Application\\_Form.html](https://adkexecutivesearch.com/Application_Form.html). This is a secure link.

2. Please submit the items below to ADK Executive Search at [BOIDepDir@adkexecutivesearch.com](mailto:BOIDepDir@adkexecutivesearch.com)

- Your resume
- At least five professional references
- A cover letter that responds to the following:
  - a. your management philosophy and the size of airports/facilities and communities you have served;
  - b. your experience managing snow removal operations to include what size airport;
  - c. your experience planning and executing emergency drills and exercises in accordance with federal regulations;
  - d. your people skills dealing with diverse community interests as well as intergovernmental relations;
  - e. your philosophy and approach in dealing with diverse employee relations.

*Qualified veterans* will receive preferential treatment in accordance with Idaho State Law. Veterans must request preference at the time of making application. Upon request, applicant may be required to provide documentation.

Finalists must successfully complete a thorough background investigation.

## Filing Deadline

**Monday, October 25, 2010**

**Only complete submissions will be considered.**

*Photos courtesy of City of Boise and Boise Airport.*



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The City of Boise is a drug-free workplace.  
An Equal Opportunity/  
Affirmative Action  
Employer M/F/D/V.