



INVITES APPLICATION FOR

AIRPORT OPERATIONS MANAGER



Executive Search Services Provided by ADK Executive Search

THE COMMUNITY

From cities to suburbs to lakefront living to rural farmland, the Roanoke Region offers it all for a variety of lifestyles. Wherever you land, you're surrounded by the natural beauty of the Blue Ridge and Allegheny Mountains. You're close to the tranquil waters of Smith Mountain Lake, the James River, and Lake Moomaw. And you're never far from the entertainment, culture, retail, and commerce of the largest metro area in western Virginia.

The outdoors combines breathtaking venues for water sports, cycling, climbing, hiking, and fishing. Opportunities for spectator sports include Virginia Tech football, Boston Red Sox Single A Baseball, and ESPN Bassmasters tournaments. Roanoke is minutes from the Blue Ridge Parkway and the Appalachian Trail. The region is home to the second largest municipal park in the United States: Carvin's Cove Nature Reserve, a 12,700 acre park with an 800-acre lake and over 40 miles of trails.



EXPERIENCE ALL FOUR SEASONS

The Roanoke Valley enjoys all four seasons, however, the summers and winters are never too extreme. (Average temperatures of 75 degrees in the heat of summer and 34 degrees in the middle of winter.)

ACADEMICALLY MINDED

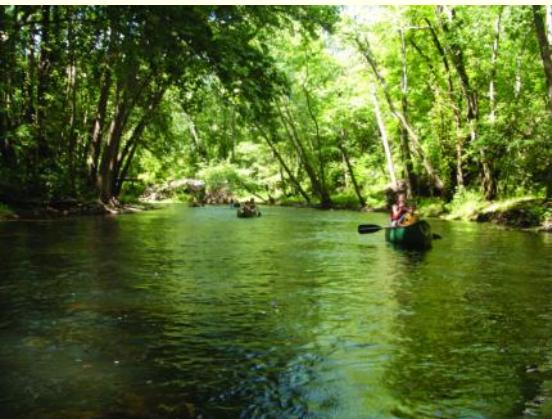
The Roanoke Region is the center of a larger area encompassing 21 institutions of higher education. From liberal arts colleges to a prestigious research institution, the Roanoke Region has nearly 125,000 undergraduate and graduate students being educated for the future. That's a higher concentration of undergraduates- 0.108 per capita- than in the Boston-Cambridge, San Francisco-Oakland, Raleigh-Durham-Chapel Hill and Austin areas.

The largest university in the greater Roanoke Region is Virginia Tech, a prestigious and internationally renowned research institution. As a leader in scientific and technological development, Virginia Tech has educated hundreds of scientists and engineers as well as leading business professionals and academic leaders.

ARTS & CULTURE

From ancient artifacts to the latest scientific developments, the Roanoke Region is an exhibition of human and natural wonders. With many museums throughout the Roanoke Region, there is plenty to be explored. Take a trip back in time at the Botetourt County Historical Museum. Learn about the influence of the railroads at the C&O Heritage Center. From regional to internationally renowned works, classical and modern, the region's museums feature diverse collections exhibiting multiple genres and historical periods. The Taubman Museum of Art maintains a collection of contemporary 19th and 20th Century American Art.

The Roanoke Region hosts everything from Broadway shows to local originals. Get your fix of stand up comedy, music, and community theater. Music is as much a part of the Roanoke Region as the mountains that frame the surroundings. From nationally renowned Roanoke Symphony Orchestras to talented a capella, there is always music in the air. The Southwest Virginia Ballet Company consists of talented young performers who tour during the year and provides training for pre-professional dancers of all ages.



ROANOKE AND THE REGION

The Roanoke Region encompasses over 1,700 square miles at an elevation of 1,149 feet with Roanoke serving as the regional center for health care, transportation, employment, shopping and entertainment.

From *The Greater Roanoke Statistical Guide*

"The region is home to over 300,000 people and is the center of a service area of over one million people throughout western Virginia. Botetourt, Craig, Franklin, and Roanoke counties and the cities of Roanoke and Salem are all part of this wonderful place to live, work and visit."



SPORTS

In addition to friendly competition with friends and family over 18-holes on a scenic mountain golf course, residents and visitors enjoy Salem Red Sox baseball at one of the most impressive ballparks in minor league sports. College sports are on the agenda, too, including Virginia Tech football in nearby Blacksburg.

ACCOLADES

- *Expansion Management* magazine named Roanoke as one of the 50 hottest cities for expansions and relocations.
- *Expansion Management* also named the Roanoke Valley one of its Five-Star Communities for quality of life. The rating is based on a reasonable cost of living, affordable housing, low crime, excellent transportation access, good public schools, proximity to community colleges and universities, an educated work force, and low taxes.
- Roanoke was ranked the 11th best city in the U.S. by the publication, "*Cities Ranked and Rated*".
- Roanoke was ranked 39 of 276 metropolitan areas by *Inc. Magazine's* Top 25 Cities for Doing Business in America in the Most Balanced Economy and Growth category.
- The U.S. Department of Education has recognized Roanoke Valley schools for being among the nation's best.
- *Money Magazine* ranked Roanoke as one of the top three "Best Places to Retire in the United States." The city was picked among the five best cities for retirees in a survey by Kiplinger.com.

COST OF LIVING

Roanoke enjoys a low cost of living, and ranks consistently lower than the national average according to the American Chamber of Commerce.





THE ROANOKE AIRPORT

Perhaps the largest jewel in Roanoke's crown is the Roanoke Regional Airport which is owned and operated by the Roanoke Regional Airport Commission. The Commission was created through an act of the Virginia General Assembly in 1987. It is an independent subdivision of the Commonwealth, financially independent and deriving none of its revenues from local taxes.

The Roanoke Regional Airport is governed by a five-member Commission Board, with each member being appointed to a four year term. Three of the Board Members are appointed by the Roanoke City Council and two by the Roanoke County Board of Supervisors. The Commission is staffed by 65 employees with a wide variety of backgrounds and expertise.

The Roanoke Regional Airport is a non-hub commercial service airport with four airlines serving approximately 630,000 passengers per year. Roanoke Regional Airport has one-stop access to nearly 500 cities worldwide via seven major hubs. The Airport also has discount-carrier service non-stop to two popular destinations in Florida.



THE POSITION & ORGANIZATIONAL PROFILE

Under the general direction of the Director of Operations & Maintenance, the Operations Manager is responsible for the management of the Operations Division; manages Operations staff, programs, projects and contracts; manages Operations Division policies and procedures in compliance with Commission policies and procedures as well as other local, state and federal laws and regulations; provides expert professional assistance and support to the Director of Operations & Maintenance and executive staff for all Operations matters; and performs other duties as assigned.

This position is primarily responsible for ensuring the airport's compliance with FAR Part 139 airport certification standards, and for state and Commission regulations which address the safe and legal conduct of aviation activities on and around the airport. The Operations Manager: recommends and establishes procedures, monitors facilities and personnel to ensure compliance with applicable regulations and policies; trains, schedules and supervises operations officers; encourages professional growth through special assignments, projects and training; ensures that required manuals, procedures, and plans are up-to-date and affected personnel are trained in accordance with regulatory and Commission requirements; oversees the performance of required inspections, airfield construction monitoring and escorting; performs duties related to snow removal and the issuance of NOTAMs; and serves as representative of senior management in the absence of senior personnel.



The Operations Manager: works closely with the airport law enforcement division to assure compliance with TSA regulations and airport security plan requirements; works closely with the Facilities Manager and Terminal Manager to ensure FAR Part 139 compliance through work orders and emergency repairs, as well as routine work order follow-up; prepares and manages the budget for the division; assumes a leadership role in the preparation and conduct of the airport's comprehensive emergency exercise program.

The Operations Manager: requisitions supplies and equipment; prepares bid specifications; audits the ARFF unit's records for compliance with FAR Part 139 requirements; serves as a critical member of the Commission's Snow Team during winter weather operations; acts as liaison with the Federal Aviation Administration's control tower personnel, general aviation tenants, users, airlines and airport staff regarding airport operations.

The Operations Manager must be available nights, weekends and holidays for support to operations and law enforcement personnel, snow removal and other emergencies or contingencies and serves as a member of the safety committee.



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

- At minimum, a Bachelor's Degree in Aviation Management, Business or Public administration, or a related field .
- A minimum of five (5) years of experience in Airport Operations required at either a commercial service airport or with FAR Part 139 compliance.
- At least three (3) years of experience managing and directly supervising employees.
- Requirement to meet and maintain TSA security requirements for unescorted access to the Airport's Secured Area and all other airport operations areas.
- Excellent oral and written communications, organizational and interpersonal skills, which are a must.
- Proficiency with Microsoft Office applications.
- Ability to obtain a valid Virginia driver's license and must have an insurable driving record. CDL is required within one year of employment.
- Ability to effectively & professionally represent the Operations Division at a variety of meetings with air carriers, airport tenants, consultants, Commission staff, contract service providers and representatives from other local, state and federal agencies.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prioritize workload and multi-task to accomplish priorities.
- Ability to establish and maintain effective working relationships with officials, tenants, department directors, regulatory agencies, employees, media representatives and the general public.
- Ability to effectively and tactfully present information to and communicate with employees, managers, board members, and customers.
- Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.
- Ability to establish performance requirements and professional development goals for Operations staff, and conduct reviews to track and measure employee performance.
- Ability to ensure that the Operations staff is prepared and equipped to respond to all airport emergencies; familiarity with and ability to participate in the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Ability to work with Operations staff and the Director of Operations and Maintenance in preparing and developing department goals and objectives, as well as the annual operating and capital budgets.
- Ability to provide quality assurance for airport advisories, notifications and information that is disseminated by the Operations department to airport tenants, stakeholders and government agencies.

Additionally:

- Consideration will be given for equivalent airport operations experience at a military or general aviation facility.
- Experience in airport snow/ice removal operations is preferred.
- A.A.E accreditation, and/or certification as ACE—Operations preferred.
- Ability to motivate and empower operations personnel for continued professional development.
- This position requires a unique combination of technical detail with leadership skills that exhibit flexibility, an ability to multi-task and move quickly from one responsibility to another and use independent and sound judgment.
- Experience in wildlife management is a plus.

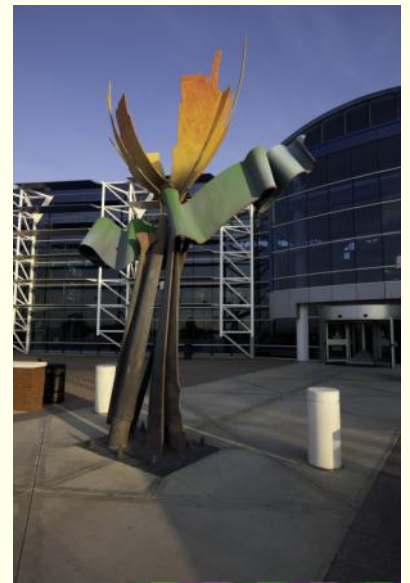
COMPENSATION & BENEFITS

- Starting salary range is \$54,800—\$58,910 DOE.
- Excellent benefits.



IMPORTANT LINKS

- [Roanoke Regional Airport](#)
- [Roanoke Valley CVB](#)
- [City of Roanoke](#)
- [Roanoke County](#)
- [Virginia is for Lovers](#)
- [Appalachian Trail](#)
- [Trip Advisor Roanoke](#)
- [Cost of Living Calculator](#)



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: ROAOPS@adkexecutivesearch.com.

Your submission should include a separate supplement with responses to the following:

1. Using each of the following categories below, please describe your role in ensuring your airport's FAR Part 139 compliance:
 - Self-Inspection
 - NOTAMs and Field Condition Reports
 - Airport Emergency Planning
 - Training and Records Retention
 - Wildlife Hazard Maintenance
 - Snow/Ice Control
 - Construction & Maintenance
2. Share your perspective of the Airport Operations role in providing excellent customer service.
3. Please describe in detail the methods and tools you have used to motivate and engage your subordinates.
4. Please describe a relationship with one of your subordinates which you found disappointing. Please discuss what steps you took to manage this relationship.
5. Please analyze your role in an actual aircraft incident or accident. Please include in your analysis a discussion of what you did well and what areas you could have improved and why.

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: Tuesday, February 7, 2012

ROA is an Equal Opportunity Employer.

Email Questions to: ROAOPS@adkexecutivesearch.com.

PHOTOS & INFORMATION COURTESY OF:

Roanoke Regional Airport
City of Roanoke
Jeff Greenberg
Lynn Seldon

Roanoke Valley CVB
Roanoke County
Timothy Hursley

