



The Roanoke Regional Airport Commission

Invites Application for

**Director of
Operations & Maintenance**



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 works 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.



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.

ROANOKE AND THE REGION

Combining four counties, two cities and a town, the Roanoke Region encompasses over 1,700 square miles at an elevation of 1,149 feet. There are more than 300,000 people that call Roanoke their home, and over 1,000,000 others who use it as their 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.”

ACCOLADES

- *Expansion Management* magazine’s 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.

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](#)



THE AIRPORT

The Roanoke Regional Airport is owned and operated by the Roanoke Regional Airport Commission, a fully independent governmental body created in 1987 pursuant to Chapter 140 of the Virginia Acts of Assembly. Prior to that time, the Airport was owned by the City of Roanoke. The Commission is governed by five Commissioners, three of whom are appointed by the City of Roanoke and two by the County of Roanoke. The Commission employs approximately 65 employees and contracts for ARFF services.

The Roanoke Regional Airport is the primary commercial service airport serving all of western Virginia. The Airport's service area encompasses a 19-county area (including portions of eastern West Virginia) with a total population of nearly 800,000. The airport is classified by the FAA as non hub.

The regional affiliates of three major airlines serve the Airport in a 95,000 square foot terminal constructed in 1989. These airlines include Delta, United, and US Airways. ROA is also served by Allegiant. Together, these airlines offer a total of approximately 28 daily departures to eight major hubs. Service is provided in the form of a mix of turboprop and jet aircraft.

Over the last decade, passenger enplanements have fluctuated moderately due to local economic and industry conditions as well as the effects of September 11, 2001 and the recession. Enplanements for 2010 were 315,516.

In addition to passenger service, Roanoke Regional Airport is served regularly by overnight freight carriers, including FedEx and UPS. Total air freight handled in 2010 was 10,926 tons.

Approximately 120 general aviation aircraft are based at the Airport. There are three FBO's located on the field, one full-service FBO and two specialty FBO's. General Aviation operations 2010 totaled 19,064.

The airfield consists of approximately 900 acres, with two runways. The primary runway is 6,802 feet long and the intersecting crosswind runway is 5,800 feet long. The airport is served by a FAA air traffic control tower with local and TRACON services 24 hours per day. The new tower was commissioned in December 2004.

Future capital projects in the next two years include the construction of a new ARFF station, the first phase of terminal improvement projects, concourse roof replacement, terminal building system upgrades, and EMAS projects.

The Airport has a FY11/12 total operating budget of approximately \$8 million.



THE POSITION

The Director of Operations & Maintenance is responsible for planning, organizing, staffing and directing two maintenance divisions (Housekeeping and Facilities) and one operations division for the Commission. All three divisions have a manager that reports to this position. The Department consists of 31 employees.

The Director reports to the Deputy Executive Director and provides oversight and direction to division managers to ensure proper coordination and timely performance, performance against budget, and compliance with policies, procedures, and appropriate priorities. Also, this position will work closely with the Chief of Safety & Security to ensure proper communications on matters of cross-departmental impact and interest. As part of the Executive Team, he or she will provide input and feedback on various issues to the Executive Director, Deputy Executive Director, Director of Finance & Administration, as well as the chief of Safety & Security. The Director will also be a part of the Snow Removal Team and assume primary responsibility for planning and implementing each winter season's snow plan.

THE CANDIDATE

Education, Certifications, and Experience

- Achieved a Bachelor's degree in aviation management, public administration, business, or related discipline. A.A.E. accreditation preferred.
- Has a minimum of five years of progressive experience in airport management or equivalent experience, with preference being given to those applicants with experience at a commercial service airport.
- Has at least five years of experience in the direct supervision of employees.
- Has knowledge of and experience in working with the FAA and TSA regulations relative to airport operations and security.
- Has knowledge of and experience in working with environmental and occupational safety regulations.
- Has the ability and experience to be able to direct construction and maintenance of airport facilities.
- Has experience managing building systems, vehicle fleets, and custodial operations. Can generate and maintain effective relationships with airport tenants.
- Possesses financial management abilities in budgeting, procurement, cost-benefit analysis, and capital improvement programming.
- Has sufficient experience to evaluate the Department's organizational structure, staffing, operations and administrative practices and procedures, for the purpose of maintaining high productivity, open communications, and efficient operations.
- Has a record of effective decision-making, and delegating when appropriate, while utilizing staff talent and insights to analyze issues and policy alternatives.
- Has a demonstrated record of attracting, developing and retaining highly qualified staff, including women and minorities, utilizing a strong team approach.
- Has knowledge of modern personnel administration and employee relations practices with a record of even-handed administration, and respect towards all employees.
- Has sufficient familiarity with computer technology to ensure effective use of computer applications and related technology.
- Has experience in intergovernmental relations and the ability to personally interact with other jurisdictions and agencies on a constructive, cooperative, and mutually supportive manner, while representing the Commission's interest tactfully and firmly.
- Has knowledge of and at least two season's experience in winter weather operations at a commercial service airport.



THE CANDIDATE

Management Style

- Has the ability, self-confidence, and strength of professional convictions to provide professional insights, and strong leadership to the Department, being able to firmly and diplomatically present views, concerns, and implications of proposed policy action, while also being committed to carry out ultimate decisions in a timely, professional manner.
- Is an imaginative leader, able to generate a variety of ways to address issues and arrive at solutions.
- Is conscientious in administering and practicing an open organizational communication system.
- Is committed to the Commission's diversity efforts as well as personally supportive of the Commission's affirmative action, equal opportunity, and fair hiring practices, encouraging efforts that increase upward mobility among staff and increase opportunities for women and minorities.
- Is a role model to Staff, leading by example, supporting, counseling, and mentoring others as appropriate.
- Has the ability to weigh the implications of proposed actions on others, minimizing adverse impacts on affected parties and committed to carry out ultimate decisions in a timely, professional manner.
- Is committed to the need for self and employee training and development for managers, supervisors, and employees, encouraging and ensuring personal growth and professional training opportunities for all.

Personal Traits

- Has complete integrity, dealing with all in an honest, straightforward, and respectful manner, with independent strength of character and convictions.
- Has the ability to analyze and develop short and long term needs of the facility; has a vision for the department and organization.
- Projects a strong professional presence in appearance, actions, and personal demeanor in representing the Commission and his/her Department; is a person who can inspire confidence and credibility with regard to Commission affairs.
- Has the drive and enthusiasm for meeting the challenges and responsibilities of the Director's position, projecting a positive attitude toward coping with both problems and opportunities.
- Is an open-minded, inclusive problem-solver, with appreciation for process while being committed to arriving at well-reasoned decisions in a timely manner.
- Has particularly strong interpersonal skills with the ability to bring people together, develop trusting relationships, and is a consensus builder.



HOW TO APPLY:

Please submit a cover letter, resume, and a minimum of five professional airport references, including your working relationship to them, to ADK Executive Search at: ROA@adkexecutivesearch.com.

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

1. What is the size of airports, facilities and communities you have served including the operating budgets, capital improvement budgets, and staff you have managed?
2. Discuss your experience and responsibilities providing oversight of airport construction projects.
3. Describe your airport experience with winter weather operations, your role(s), and what you feel you can bring to ROA as the person in charge of managing those operations.
4. What is your overall airport management philosophy in leading a diverse group of individuals in today's environment?
5. Discuss your experience in managing and directing the operations and maintenance functions at a commercial service airport.
6. 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.
7. This position requires a unique combination of technical detail with leadership skills that exhibit latitude 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.)

Filing Deadline: Friday, July 29, 2011

ROA is an Equal Opportunity Employer.

Any submission regarding this opening could be subject to the open records laws under Virginia statutes.

Email Questions to: ROA@adkexecutivesearch.com.

COMPENSATION & BENEFITS

- Starting salary range is \$70,000 to \$76,000.
- Excellent benefits including relocation package.

PHOTOS & INFORMATION COURTESY OF:

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