

## ASSISTANT COMMISSIONER OF TRANSPORTATION (AIRPORT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for overseeing the management of Westchester County Airport Operations. Responsibilities include participation in the planning and preparation of Airport operating and capital budgets; coordination of the maintenance and repair of Airport facilities in relation to transportation concerns, and serving as a consultant and liaison with County departments and federal agencies. Supervision is exercised over professional and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates and acts as liaison with County departments, local government officials, consultants of the State and County Department of Transportation, and Federal agencies in respect to airport projects and/or issues of concern;

Monitors/supervises the activities of the Airport Manager in accordance with contract guidelines to ensure that operations run smoothly;

Assists in the planning, preparation and presentation of Airport operating and capital budgets;

Keeps abreast of project progress and project operating costs by analyzing field reports, payroll distributions and accounting statements; makes recommendations for cost savings/efficiency;

Coordinates the repair and maintenance of airport property in regard to roads, traffic, and vehicle safety;

Advises and consults with the Deputy Commissioner and Commissioner of Transportation on all major aspects of Airport management;

Represents the Commissioner of Transportation at meetings with local, state, and federal agencies concerning airport projects and related issues;

Recommends changes in laws and regulations affecting the County Airport safety and operation system;

Serves as Secretary to the Westchester County Airport Advisory Board.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the administrative and operational procedures at Westchester County Airport; thorough knowledge of the principles and practices of administration; thorough knowledge of the theory and practices of budgeting, financial record keeping, supervision and personnel administration; ability to organize, plan, direct and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to deal effectively with a wide variety of government officials, professional personnel, citizens and

community groups; initiative; tact; judgment; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree\* in Business Administration, Accounting, Public Administration and eight years of progressively responsible experience in the field of Business Administration, Accounting, or Public Administration, four years of which must have involved management or budgetary oversight of an Airport or similar operation; or (b) Master's Degree\* in Business Administration, Accounting, or Public Administration and seven years of experience as defined in (a), including four years of the specialized experience as defined in (a); or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J.C.: Competitive  
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Job Class Code: E0701  
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