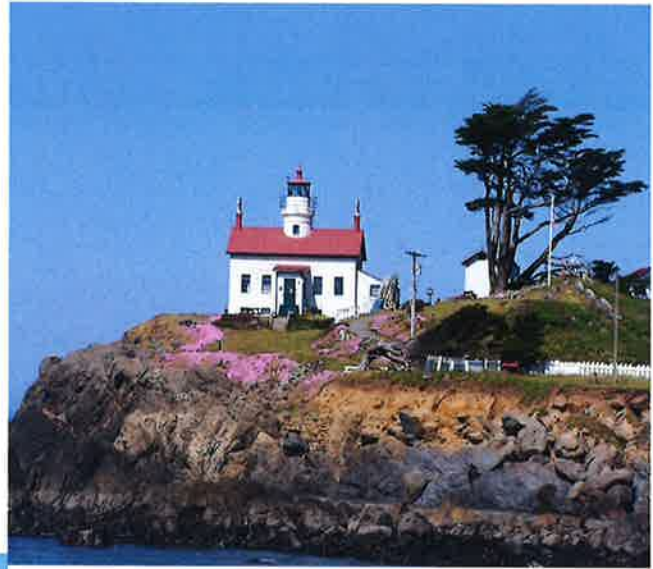


The Border Coast  
Regional Airport  
Authority  
Invites Applications for



# *Airport Director*

**Annual Salary:**

**\$81,587 - \$99,170**

*Plus excellent benefit package*

**Filing Deadline:**

**April 15, 2018**



## The Authority (BCRAA)

The Border Coast Regional Airport Authority is a joint powers authority (JPA) comprised of the County of Del Norte, City of Crescent City, Elk Valley Rancheria, City of Brookings Oregon, Curry County Oregon, and Smith River Rancheria.

Del Norte County is located in the northwest corner of California on a singularly beautiful portion of California's North Coast in the heart of the Redwood Forest. The Smith and Klamath Rivers, two of the best salmon and steelhead fishing streams on the Pacific Coast, flow into the ocean within the county's boundaries. The climate is mild throughout the year, with winter daytime temperatures averaging 40-50 degrees, and in the summer 60-70 degrees; average rainfall is approximately 80 inches. Warmer weather is available within 10 miles of the shoreline along the scenic Smith River. Crescent City is situated on the coast 20 minutes south of the Oregon border and is the county seat. The population of the county is approximately 28,000.



## Join us at

### **Border Coast Regional Airport Authority (BCRAA)**

The Border Coast Regional Airport Authority has a staff of three assigned between Jack McNamara Field, Ward Field and McBeth Field. This is a top-level management position appointed by the BCRAA Board of Commissioners. Under administrative direction this position is responsible for organizing, supervising, and directing the operations of airport services and its staff within state and federal laws and regulations. The Airport Director serves at the pleasure of the BCRAA Board of Commissioners.



### **Ideal Candidate**

The Border Coast Regional Airport Authority is seeking a dynamic professional who can lead the JPA and improve the services it provides for the community. The "Results Based Accountability" model of delivering and assessing services will be the primary tool by which the new Director will be evaluated. In addition, the successful candidate should have excellent team building skills and be adept at forging and strengthening partnerships with all other related agencies.



# *the Redwood Gate to the Golden State*

## **Essential Functions**

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Airport Authority.
- Performs a variety of professional airport project duties including preparation and/or approval of design plans, contract review and project management services.
- Develops and implements management systems, procedures and programs for program evaluation.
- Directs the preparation of studies and reports relating to airport construction and capital improvement needs and develops specific proposals to meet them. These include environmental NEPA, CEQA and regulatory agency required studies and reports.
- Plans and directs project management activities for a variety of capital and construction improvement projects. Participates in the preparation of plans, specifications and designs, estimates, contracts, schedules, inspection and project monitoring.
- Initiates and conducts discussions with air service providers, tenants, and leaseholders at the airport properties to optimize use and revenues at the airports. Directs the enforcement of contracts, leases, agreements, and other permitted activities.
- Assists in the preparation and administration of the Airport Authority budget.
- Assists in the selection, supervising, training, development and evaluation of employees.
- Prepares or reviews reports for the Airport Authority Board of Commissioners
- Coordinates the work of the Authority with that of County departments and outside agencies and individuals.
- Acts as liaison between the authority, various agencies and the public, including making presentations to stakeholders..
- Performs related duties as required.

## **Qualifications**

- Graduation from a four-year college or university with major coursework in business administration or related aviation field is desirable.
- Possession of a valid private pilot license is highly desirable.
- Five years experience in a journey level capacity that includes administrative, managerial or supervisory duties related to Part 139 airport operations, including knowledge of TSA 1542 regulations and standards and FAA Airport Capital Improvement Program.
- Successful applicant must be a minimum of 21 years of age and possess a valid Driver's License.
- Practical knowledge and experience in general aviation and air carrier operations. General knowledge of Federal Aviation Administration (FAA) policies and procedures. Specific knowledge of FAA Part 61, 91, 121 and 135 is desirable.
- Knowledge of National Environmental Protection Act, California Environmental Quality Act, California Coastal Commission and other associated State and Federal agencies is desirable.



# Where the Redwoods Meet the Sea

## BENEFIT PACKAGE

### **ANNUAL SALARY**

**\$81,587 - \$99,170**

The Border Coast Regional Airport Authority provides an excellent benefit package including:

- **Paid Annual Leave:** Vacation - 15 days (1-3 years); 20 days (4-10 years); additional increases at 15 and 20 years. Sick Leave - 12 days per year. Holidays - 13 each year. Floating Holidays - 3 each year.
- **Retirement:** CalPERS
- **Group Insurance:** BCRAA offers group health, dental and life insurance with dependent health and dental care benefits available at group rates.
- **Voluntary Deferred Compensation Plan:** Employees may elect to have a percentage of their salary deferred for pre-tax investment.

**NOTE:** The information listed above is a general summary of the benefits for this position. This information is not legally binding, nor does it serve as an employment contract.

## SELECTION PROCESS

- Interested candidates must complete and submit a Standard Application .
- A current resume must include a minimum of three references, a five year salary history and cover letter of interest.
- All applications will be reviewed and individuals with backgrounds and qualifications most closely relating to the needs of the BCRAA will be selected for further review.
- Expenses incurred in connection with the application and interview shall be the burden of the applicant.
- Candidate must be able to successfully pass a security threat assessment (STA) and a 10-year criminal history check.

## TO APPLY

If you are interested in this exciting opportunity, please download an application package online at:

[www.co.del-norte.ca.us](http://www.co.del-norte.ca.us)

or call (707) 464-7213 for application materials.





# COUNTY OF DEL NORTE

*An Equal Opportunity Employer*

## EMPLOYMENT APPLICATION

Return To:  
Del Norte County  
Human Resources Dept.  
981 H Street, Suite 250  
Crescent City CA 95531  
Phone: (707) 464-7213

Please type or print clearly in ink

<b>Position</b> (State exact job title for which you are applying)			
<b>Name</b> Last	First	Middle	Other names under which you have been employed
<b>Mailing Address</b> Street		City	State Zip Code
<b>Phone</b> Home		Other Contact Number	Correctional Officer & Youth Counselor Applicants Only Male ___ Female ___

**Answer the following questions by placing an "x" in the YES or NO column.**

	YES	NO
Are you 18 yrs. of age or older?		
Are you a U.S. citizen?		
A. Are you presently working for the County of Del Norte? If yes, Extra-Help ___ Permanent ___ Note position and department in the next section.		
B. Have you worked for the County of Del Norte in the past? If yes, note position(s), department(s), and separation date(s) in the next section.		
C. Do you have any relatives employed by the County of Del Norte? If yes, list names, relationship, and department in next section.		
D. Have you applied for or are you receiving retirement benefits from the Public Employees Retirement System (PERS)?		
E. Were you ever discharged or forced to resign from a position?		

Use this space to explain any "Yes" answers to questions A. through E. or for any other supplementary information. Attach additional sheets if necessary.

*Some positions require applicants to be fingerprinted and criminal and traffic records searched prior to employment.  
Some applicants may be subject to drug testing.*

<b>OFFICE SKILLS</b> Typing Speed ___ net wpm    10-key speed ___ net spm  Software Applications/Packages _____ _____	<b>DRIVER'S LICENSE</b>  Do you have a valid Driver's License?  Yes _____ No _____
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<p><b>TYPE OF WORK</b> Indicate the type of work you would be willing to accept.</p> <p><b>Permanent</b>      <b>Extra-Help</b>      <b>SHIFTS</b>  Full time _____ Full time _____ Days _____ Evenings _____  Part time _____ Part time _____ Weekends _____ Rotating _____</p> <p>Applicants interested in extra help will continue to be considered for regular placement</p>	<p><b>HUMAN RESOURCES USE ONLY</b>  Application Accepted:    Yes _____ No _____</p> <p>Rejected: _____ Failed application review  _____ Filed after deadline  _____ Failed written test  _____ Failed oral interview</p>
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**EDUCATION AND EXPERIENCE**  
Please read the requirements section of the job flyer before completing this side.  
Attach additional sheet(s) if necessary

<b>Education</b>	High School Graduate Yes _____ No _____ If no, highest grade completed _____		
	Passed High School Equivalency or GED Yes _____ No _____		
Name & location of college/university/other school(s)	Study or Major	Units	Type of Degree Received

<b>Certificates of professional or vocational competence, or licenses pertaining to position.</b>				<b>Bilingual Skills</b>	
Type	State of Issue	Date Issued	Expiration Date	Language(s) _____	
				Read _____ Speak _____ Write _____	

**EXPERIENCE:** Begin with your latest position and list all employment during the last 10 years, including U.S. Military Service, self-employment and appropriate unpaid volunteer work. **THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE SUBMITTING A RESUME.** It is not acceptable to just make reference to your resume or other attachments below. Additional sheets may be attached if needed. Incomplete applications will not be processed.

Period of Employment	Job Title and Most Important Duties Performed	May we contact your present employer? Yes _____ No _____
From                      To ____/____/____      ____/____/____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties:  Number of People Supervised:	Name, address, & phone no. of employer:  Immediate Supervisor: Reason for Leaving:
From                      To ____/____/____      ____/____/____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties:  Number of People Supervised:	Name, address, & phone no. of employer:  Immediate Supervisor: Reason for Leaving:
From                      To ____/____/____      ____/____/____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties:  Number of People Supervised:	Name, address, & phone no. of employer:  Immediate Supervisor: Reason for Leaving:
From                      To ____/____/____      ____/____/____ Total ___Yr(s) _____ Mo(s) Hours per week _____	Job Title: Duties:  Number of People Supervised:	Name, address, & phone no. of employer:  Immediate Supervisor: Reason for Leaving:



**CERTIFICATE OF APPLICANT (READ CAREFULLY BEFORE SIGNING)**

I certify that all statements made in this application are true and complete to the best of my knowledge and belief. I authorize investigation of all matters contained in this application. I agree and understand any misstatement or omission of material fact on this application may be cause for forfeiture on my part of all rights of employment with Del Norte County. I further agree to be fingerprinted, to submit to any employment related examination as specified, and to furnish such proof of meeting the conditions of employment as may be required. In addition, I agree, if it is requested, to submit to a complete medical examination after an offer of employment has been made.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY OF DEL NORTE  
APPLICANT CHARACTERISTICS QUESTIONNAIRE**

The information requested here is **voluntary**, and will assist Del Norte County in evaluating its recruitment program and in accurately compiling required statistical reports for federal and state agencies. This form will not be filed with your application and will be kept separate and confidential. None of the information will be used to discriminate against or give preference to any individual.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_

**ETHNIC ORIGIN:**

- \_\_\_\_\_ White-Caucasian, Anglo-Saxon
- \_\_\_\_\_ Black-African Descent, Jamaican, Trinidadian, West Indian
- \_\_\_\_\_ Hispanic-Mexican, Chicano, Latin American, Spanish-Descent Cuban, Puerto Rican
- \_\_\_\_\_ Asian or Pacific Islander-Chinese, Japanese, Korean, Filipino
- \_\_\_\_\_ American Indian or Alaskan Native

**HOW DID YOU HEAR ABOUT THIS JOB? (CHECK ONE OR MORE):**

- \_\_\_\_\_ Newspaper or magazine ad (name publication) \_\_\_\_\_
- \_\_\_\_\_ A job announcement post (specify location) \_\_\_\_\_
- \_\_\_\_\_ An Internet posting (specify site) \_\_\_\_\_
- \_\_\_\_\_ Other (please indicate) \_\_\_\_\_