



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject: <b>JOB DESCRIPTION-AIRPORT MANAGER</b>	Policy Number: 1.5.1 . . <b>Page 1 of 3</b> Date Adopted: 5-17-2021
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**Contact Information:**

**Cameron Park Airport District**

**3374 Mira Loma Drive**

**Cameron Park, CA 95682**

**[manager@cameronparkairport.org](mailto:manager@cameronparkairport.org)**

**530-676-8316**

**Cameron Park Airport, O61**

**Re: Airport Manager Position**

**Starting Salary is \$22 an hour**

**Definition**

The Airport District Manager plans, organizes and supervises all activities necessary to the efficient operation of the Cameron Park Airport District. The Manager carries out the policies of the CPAD Board and performs other related duties as required.

**Specific Duties and Responsibilities**

1. Attends CPAD Board meetings and provides the Board with regular oral and written reports. Written reports to include important events and actions since the previous regular Board meeting as well as recommendations for improvements of District facilities and procedures. Advises Board on District related matters.
2. Communicates Airport and District rules and regulations for Airport users and concerned citizens in and



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around the District. Acts as Airport Liaison with the community within the confines of Board Policy.

3. Oversees inspection and maintenance of all Airport District facilities. Prepares and plans maintenance and repair projects requiring Board approval. Directs and coordinates the work of employees, contractors, and volunteers working on District projects. Makes small repairs utilizing petty cash procedures.
4. Supervises all other District employees and contractors with the exception of the auditor and attorney. Is responsible for hiring, firing, and performance ratings. Provides written job descriptions for these other positions.
5. Negotiates all contracts for Board's final approval. Properly administers those contracts approved by the Board.
6. Follows all Federal and State regulations and recommends necessary actions to comply with them.
7. Manages fee collections, including necessary notifications and legal collection actions for unpaid district fees.
8. Is responsible for the accounting and financial needs of the District in coordination with the District auditor. Pays bills of less than \$1000 and prepares larger bills for submission to the Board for approval. Makes deposits. Monitors budget.
9. Plans, installs, repairs, and maintains District signs and Public notices
10. Manages CPAD aircraft tie down spaces, hangars, including rent collection and record keeping.
11. Maintains Obstruction Mitigation program, directs trimming and notifications of property owners
12. Escorts any regulatory inspectors when on site
13. Represents District and coordinates with all agencies including FAA, CalTrans, CalFire, El Dorado County and other agencies.
14. Directs and coordinates aggressive funding approaches including grants
15. Oversees and coordinates capital improvement plan development, execution, and submission
16. Specific duties are subject to change as a result of Board action



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**Minimum Qualifications**

Education: Equivalent to graduation from high school

Experience or aptitude in the operation and maintenance of small general aviation airports or similar business involving regulatory oversight and maintenance of equipment.

Desirable to have knowledge of Cameron Park Airport Community, State and Federal regulations relating to general aviation airport administration, operations and planning; general maintenance and equipment repairs; policies and procedures of airport operations; methods and practices of supervision; methods and practices of general accounting procedures for identifying grant funds available from State, Federal, of any other source.

Ability to: Maintain effective working relationship with airport users, the general public, District and other local officials, State and Federal representatives; supervise other employees, contractors, and volunteers efficiently and effectively; interpret and implement rules, regulations, and policies applicable to airport and District operations; make oral and written reports.

License: California Driver's License. Pilot license desirable.

Must be bondable

Subject to DMV and background check