



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject: JOB DESCRIPTION-INTERIM AIRPORT MANAGER	Policy Number: 1.5.1A . . . Page 1 of 3 Date Adopted: 7-27-2020
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Definition

The Interim Airport District Manager is a temporary position to allow work experience and training in this position. This position may convert from interim to regular employment at the discretion of the Cameron Park Airport Board. The Interim Manager shall organize and supervise all activities necessary to the efficient operation of the Cameron Park Airport District to the level of their experience and training. The Interim Manager carries out the policies of the CPAD Board and performs other related duties as required.

The manager reports to the Board President and is managed at the direction of the Cameron Park Airport Board.

At-Will Employment.

Employment at Cameron Park Airport District may be terminated for any reason, with or without cause or notice, at any time by the employee or Cameron Park Airport District.

This policy of at-will employment is the sole and entire agreement between you and Cameron Park Airport District, as to the duration of employment and the circumstances under which employment may be terminated.

Specific Duties and Responsibilities,

The Interim Manager duties may be modified based on the individuals prior training and experience until determined to be qualified for the particular duty by the CPAD Board President.

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 around the District. Acts as Airport Liason 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.



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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, including rent collection and record keeping.
11. Other duties and/or projects for the benefit of the District may be assigned as needed by the Board of Directors.

Minimum Qualifications

Education: Equivalent to graduation from high school

Desirable Qualifications:

Experience: Four/years of experience in the operation and maintenance of small general aviation airports or similar small business involving maintenance of equipment.

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 form State, Federal, of any other source.

Ability to: Maintain effective working relationship with airport users, the general public, District and other local



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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; El Dorado County Department of Agriculture Restricted Materials Permit. Pilot license desirable. Must be bondable.