



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

<p>Subject:</p> <p>JOB DESCRIPTION-AIRPORT MANAGER</p>	<p>Policy Number: 1.5.1 . .</p> <p>Page 1 of 2</p> <hr/> <p>Date Adopted: 7-27-2020</p>
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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 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.
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



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10. Manages CPAD aircraft tie down spaces, including rent collection and record keeping.

Minimum Qualifications

Education: Equivalent to graduation from high school

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 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