



RECRUITMENT ANNOUNCEMENT

Airport Manager
Open until filled

City of Ontario
444 SW 4th St
Ontario OR 97914
Phone: 541-881-3248
Fax: 541-889-7121

AIRPORT MANAGER
Full-Time, Exempt Position – With Benefits
Salary: \$4,328.59 - \$5,417.76 monthly

SUPERVISION: Works under the supervision of the City Manager.

STARTING DATE: As soon as mutually agreed.

MINIMUM QUALIFICATIONS

Able to use general office equipment, and word processing and spreadsheet programs; communicate effectively verbally and in writing; prepare and present accurate and reliable reports; understand and follow policies, procedures, and instructions; project costs and expenditures; coordinate numerous functions to achieve time-sensitive deadlines; maintain effective working relationships with the airport tenants, contractors, the airport committee, the City Council and other City officials, the FAA, State agencies, the general public, and numerous other entities; and project the potential of the airport to prospective tenants and other interested parties

Associate or bachelor's degree in business; or an equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the job duties. Five years of managerial experience.

SPECIAL REQUIREMENTS/LICENSES

Possession of valid State of Oregon driver's license or ability to obtain one within six months after date of hire. Residency within the City limits of Ontario within a reasonable time period after hire.

RESPONSIBILITIES

Responsible for the operation, administration, and maintenance of the Ontario Municipal Airport.

APPLICATION PROCEDURE

Please submit the following for consideration:

- **A letter of interest stating how you are qualified to perform the duties of this position.**
- **A resume that includes education, work history, personal references.**
- **City of Ontario Job Application.**

An official application can be downloaded at www.ontariooregon.org. Please submit via fax, e-mail, in person, or regular mail for consideration to Peter Hall, Human Resources, City of Ontario, 444 SW 4th Street, Ontario, OR 97914.

***Notice: Materials submitted in application become the property of the City and will be retained in accordance with employment procedures. The City will not return or photocopy any application materials for your further use. Please copy your application materials before you submit them for your reference.

APPLICATION DEADLINE: First round will be reviewed on 11-15-20

SELECTION PROCESS: *A screening committee will review qualifications of applicants. Candidates who meet minimum qualifications are not guaranteed an interview. Candidates may be invited to appear for a personal interview. Consideration will be given to factors in addition to education and experience, including, but not limited to: personal development; ability to work with others; initiative; sensitivity; and commitment.*

THE CITY OF ONTARIO IS AN EQUAL OPPORTUNITY EMPLOYER