

RECRUITMENT ANNOUNCEMENT - AIRPORT MANAGER

Full-time, exempt position - includes benefits
Salary: \$4,415.16 - \$5,526.11 monthly
Open until filled

Supervision: Works under the supervision of the City Manager.

Starting Date: As soon as mutually agreed.

Duties: The Airport Manager is responsible for the operation, administration, and maintenance of the Ontario Municipal Airport.

Qualifications: Requires an 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. Also requires five years of managerial experience.

Please visit the Job Openings page at <https://www.ontariooregon.org/jobs.html> to view a full job description and list of minimum qualifications for this position.

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.

Applications can be downloaded at <https://www.ontariooregon.org/jobs.html>. 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.

Selection Process: All applications will be screened and only those candidates who best match the needs of the city will be invited to compete further in the selection process. Candidates may be invited to virtual interviews, in-person panel interviews, examinations, and/or supervisor interviews.

Conditional Offer of Employment: Offers of employment are conditioned upon the satisfactory completion of a background check, a reference check, and a drug and alcohol test. Department heads are required to live within Ontario city limits within 6 months of employment.

THE CITY OF ONTARIO IS AN EQUAL OPPORTUNITY EMPLOYER