

Missouri Department of Transportation

Code: R04880

Title: Administrator of Aviation

Exemption Status: Exempt

Grade: 20

Job Description

Effective Date 04-01-2006

**Replaces
(Effective Date)** 01-01-2005

General Summary The administrator of aviation supervises the inspection, planning, programming, development and project assistance activities necessary for the development and expansion of civil aviation in the state. Supervises and coordinates the publication of the state aeronautical chart, airport directory, aviation newsletter, aviation website and statewide aviation educational initiatives. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Aviation Management, Business, Public Administration, or related field

Nine years of experience in positions relating to financial assistance programs.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Multimodal Operations

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Supervises the performance of airport safety inspections and other safety programs.
- (2) Serves as project manager for the development of the state airport system plan update.
- (3) Serves as project manager for special aviation studies.
- (4) Supervises and coordinates publication of state aeronautical chart, airport directory, aviation newsletter, aviation web site, and other educational initiatives.
- (5) Supervises the planning, programming, maintenance, development, and expansion of civil airports across the state through the department's state and federal airports aid programs.
- (6) Communicates with city, county, state and federal officials, elected officials, airport sponsors, media, general public, and aviation groups on matters regarding civil aviation in the state.
- (7) Makes recommendations to department management for state and federal financial assistance for airport facilities.

- (8) May review proposed legislation to analyze possible affects to the department; recommends changes in future legislation to benefit the department.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.