**PORT OF LOPEZ MANAGER JOB DISCRIPTION**

The Manager reports directly to the Commission. The Manager makes decisions regarding daily, normal maintenance and operation of the airport and port properties, following written policies where applicable and keeping the Commission informed.   Duties vary as listed below, but not limited to those under the Responsibilities of the Port of Lopez Manager.

This is a Part-Time, Exempt, hourly position based on an average of a 16-hour work week.  The Pay is $2,774 per month. Work schedule may vary due to the season or other activities requiring the presence of the manager.   The manager may also be required to respond to emergencies and other urgent airport matters after regular hours. The responsibilities and the level of authority may be limited or delayed for a training period depending on knowledge and experience.

**RESPONSIBILITIES OF PORT OF LOPEZ MANAGER**

**Port Administrative Officer:**

Prepares and runs monthly and/or special meeting, includes preparation of minutes, posting of agenda, posting legal meeting notices and submitting monthly budget update, claims payment request form and payroll.

Assigns aircraft to tie downs, assesses monthly, quarterly or annual fees, and collects daily transient and airplane camping fees.  Maintains current aircraft tie down information. Maintains records of based aircraft.

Ensures statutory compliance with county, state and federal agencies including San Juan County ordinances, Washington State RCWs and FAA legislation. Posts NOTAM’s as needed.

Answers telephone calls, emails, updates Port website, handles correspondence, collects and deposits mail at the post office, performs filing, and orders supplies.

Maintains current auto long-term parking information.  Collects vehicle long-term parking fees.  Oversees impounding and disposal of abandoned vehicles.

Oversees the noise abatement program through communication with pilots and the public.  Maintains a log of noise complaints and infractions. Keeps the Commission informed about complaints and infractions.

Responsible for care and maintenance of the Port Pump Out Boat and the management of the boat during pump out season.

**Manages Port budget and oversees Port Bookkeeper:**

Responsible for overseeing that accounting is in compliance with the Budgeting Accounting Reporting System (BARS), making bank deposits, working with the Port’s bookkeeper and providing reports as required by the commission and relevant county, state and federal agencies.

Maintains records for FAA, WSDOT or other grant projects; acts as DBE Liaison; tracks expenses and requests reimbursements from agencies.   Basic computer skills are valuable including using MS Office.

**Implements Small Works procedures for maintenance or construction projects:**

Includes preparing bid documents, advertising, preparing contracts, awarding contracts, and supervising the maintenance and construction.   Follows established guidelines and keeps commissioners informed of upcoming and ongoing progress of maintenance and construction.

**Manages leases of port properties:**

Monitors and enforces compliance with leases of Port facilities and reports violations to the commission.  Maintains hangar and storage wait lists.

**Supervises any contractors or volunteers:**

Provides leadership to assigned contractors and volunteers; assigns work as needed.

**Public relationships:**

Maintains professional relations with customers, port commissioners, regulatory agencies, other public entities and members of the public.  Provides information to the public, maintains Port website. Prepares for airport day.

**Oversees and inspects airside and landside areas of the port:**

This includes regular inspections of parking areas (aircrafts and vehicular), runways, taxiways, navigational aids, roads, hangars, terminal, grounds landscaping/mowing of all port property.  Arranges for maintenance or repair as needed.

**Serves as Port Safety Officer:**

Oversees the Lopez Island Airport Security/Fire Safety and the safe operation of the airport facilities in accordance with established FAA security and safety policies, including; deer fences, gates, runway lights, beacon and PAPI’s.

Recognizes hazards to the operation of aircraft on the ground and to people on airport property; takes appropriate actions authorized by the commission. Makes regular checks of runway and taxiways.

Responds according to ability and training to crash/fire or other emergencies on the field and assists as volunteer to aid victims, firefighters and law enforcement personnel as needed.

**Other duties as assigned:**

Supervises and/or performs all work in accordance with applicable laws, rules and regulations and in accordance with established safety practices and governmental regulations. Serves as project manager as required by the Commission.