

DEPARTMENT: County Counsel/Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ( ) No(X))

Adopt this resolution approving the new class specification at a Salary Range of 168 (\$2,182-\$2,652) for the classification of Airport Operations Supervisor. This classification will be assigned to the Mariposa County Employees' Association (SEIU).

This new position was approved by the Board during the 1998-99 budget process, and funding was provided commencing January 2, 1999. This funding represents a monthly salary of \$2,169. It is requested that the salary range for this new position be established at Range 168 which is comparable to that of the Maintenance and Construction Supervisor at Public Works and deemed to be equitable in terms of the experience/educational requirements and the supervisory responsibilities attendant to the classification. This one-half percent increase in the funded salary range will not require additional monies this fiscal year inasmuch as staffing is not anticipated until the end of January 1999.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this proposed class specification and salary range.
2. Make any changes to this proposed class specification and salary range as deemed necessary by the Board.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY	\$13,014
B. Total anticipated costs	\$13,014
C. Required additional funding	\$ _____
D. Internal transfers	\$ _____

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues	\$ _____
B. Reserve for contingencies	\$ _____
C. Source description:	_____

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

1. Class Specification
2. CAO memo dated December 2, 1998

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 98-452 Ord. No. \_\_\_\_\_

Vote - Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Approved ( ) Denied

(X) Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_

\_\_\_\_\_

A.O. Initials: JK



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JEFFREY G. GREEN, County Counsel  
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*  
SUBJECT: Airport Operations Supervisor; Res. 98-457

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 15, 1998

#### ACTION AND VOTE:

Jeffrey G. Green, County Counsel;  
Resolution Approving New Class Specification and Salary Range for Classification of Airport Operations Supervisor

**BOARD ACTION:** Discussion was held and Jeff Green advised of a correction in the job description to clarify rental of parking space and to correct typographical error in the minimum qualifications.

(M)Pickard, (S)Balmain, Res. 98-457 adopted, with the recommended changes/Ayes: Reilly, Balmain, Stewart, Pickard; Excused: Parker.

cc: Mike Edwards, Public Works Director  
Ken Hawkins, Auditor  
Janet Hogan, County Administrative Officer  
Jeffrey G. Green, County Counsel  
Nancy Kyle, Personnel  
File

**MARIPOSA COUNTY**

**JOB TITLE: AIRPORT OPERATIONS SUPERVISOR**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under general supervision, to plan, organize, direct, coordinate, and perform as necessary the operations and maintenance of the Mariposa/Yosemite Airport property, facilities and services; to administer airport fiscal activities, apply for and monitor grants and loans; provide advice and consultation on development of airport policies and procedures; and to perform other related work as required. This job class requires a high level of administrative skill and designated specialized knowledge relating to airport management and operations. This class may exercise direct and indirect supervision over maintenance and other assigned staff.

SUPERVISOR: Director, Public Works or as assigned

**TYPICAL DUTIES:**

- Enforces rules governing the service and use of airport facilities in accordance with Federal Aviation Administration Regulations and all Federal, State and local statutes
- Schedules, supervises and/or performs, as necessary, housekeeping, repairs, maintenance, and minor improvements of the airport buildings and grounds in conjunction with other Public Works staff or independent contractors
- Conducts inspections of airport equipment, grounds and facilities
- Supervises daily operations of the airport and extra-help employees; ensures airport terminal is open and staffed seven days per week in accordance with posted airport hours of operation
- Monitors and assists in the administration of Fixed Base Operator contracts
- Stays abreast of new trends and innovations in the field of airport management; monitors and reviews legislation affecting airport and aviation activities and makes recommendations as required

MARIPOSA: Airport Operations Supervisor

TYPICAL DUTIES (Cont'd):

- Meets with staff to identify and resolve problems
- Coordinates agreements for and collects rental, lease and other service fees; assigns spaces, maintains hangar waiting list, and keeps records of all aircraft parking and facility rentals
- Performs and/or supervises operational duties as necessary to serve the public including operation of radio, provision of rental cars, fuel, and other related supplies
- Assists in preparation of airport operations budget and other reports and projects related to the airport; tracks operating budget
- Prepares airport-related capital improvement requests
- Orders all equipment and supplies necessary to operate and maintain the airport facility
- Assists in the preparation, submission and coordination of Federal and State grant and loan applications; maintains related records and data as required; and prepares and files all necessary related reports
- Provides staff support for the Airport Advisory Committee; prepares agendas, minutes and staff reports
- Assists in conducting public information programs to promote development and use of the airport, and when requested, represents the County at meetings related to the airport; works with the Visitors' Bureau Director as feasible to aid in promotion of increased tourism in the County
- Monitors special airport events and activities
- Performs other related duties similar to the above in scope and function as required

MARIPOSA: Airport Operations Supervisor

EMPLOYMENT STANDARDS:

Knowledge of:

- federal, state and local laws and regulations affecting airport operations and equipment, general aviation and airspace safety
- principles and practices of airport management
- operation of day-to-day airport functions including visitor services
- proper maintenance of airport facilities
- contract negotiations including rental and leasing of airport property
- principals and practices of budget preparation and administration including federal and state grant programs
- administrative and accounting principles and methods, including goal setting, employee supervision, and program and budget development and implementation
- principles of employee training, supervision and evaluation
- personal computer operation including software for word processing, spreadsheets and databases

Ability to:

- plan, organize and manage airport operations
- understand and apply federal, state and local policies, procedures, laws and regulations relating to airport operations
- coordinate enforcement of air traffic and safety rules
- establish and maintain accurate records; assist in preparation and administration of the airport budget and grant applications
- prepare funding proposals and reports
- research, analyze and evaluate new service delivery methods, procedures and techniques

MARIPOSA: Airport Operations Supervisor

Ability to (Cont'd):

- analyze problems and recommend alternative solutions
- recommend and implement goals and objectives for effective airport programs, safety and security
- develop and administer airport safety programs including emergency operating procedures
- collect and analyze data to identify needs, evaluate program effectiveness, and make appropriate recommendations
- operate a computer and other general office equipment
- train, supervise and evaluate the work of others
- perform physical activities such as bending, stooping, lifting, twisting, considerable walking, and some manual labor as required in day-to-day operation of the airport and airport terminal functions
- organize and prioritize work assignments
- communicate clearly and concisely, both orally and in writing
- establish and maintain cooperative working relationships with other County departments, various agencies, contractors and the general public

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with major course work in Business or Public Administration, Industrial Management or a closely-related field and three years of increasingly responsible experience in airport operations and maintenance which includes one year at a management or supervisory level. Additional supervisory-level experience in airport operations may be substituted for the college degree on a year-for-year basis. Possession of a valid California driver's license is required.