



## **Airport Deputy Director**

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$84,864- \$114,130 starting...**

If our **Airport Deputy Director** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



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**JOB TITLE:** Airport Deputy Director

**GRADE:** 16

**DEPARTMENT:** Hagerstown Regional Airport

**FLSA STATUS:** Exempt

**REPORTS TO:** Airport Director

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**GENERAL DEFINITION OF WORK:**

Under the general direction of the Airport Director, assists in the management and operation of the Airport. Has the authority to represent and act for the Airport Director in the absence of the Airport Director. Assists in planning, directing, and supervising the daily activities of the airport. Participates in the planning and development of the Hagerstown Regional Airport. Performs liaison and public relations work in dealing with State and Federal agencies, users, airlines, lessees and the public.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists the Airport Director in the daily operation of the airport. Ensures compliance with Federal Aviation Regulation (FAR) Part 139, TSA regulations and State of Maryland airport licensing regulations.
- Develops and implements policies and procedures that ensure safe conditions exist at the airport.
- Acts as primary Liaison with the FAA Part 139 Inspectors and TSA Inspectors during their site visits.
- Acts as a secondary Airport Security Coordinator, oversees and assists with Airport Badge office-related duties.
- Oversees and assists with development and enforcement of airport minimum operating standards, rules and regulations.
- Oversees and assists with Part 139, TSA, and other forms of training for airport personnel, tenants and contractors.
- Assists Airport Director with preparation and management of the airport's annual Operating and Capital budgets.
- Assists with coordination of construction projects, attends project meetings, reviews and provides feedback on safety plans, provides airfield escorts.
- In collaboration with the Operations & Security Manager and the Airport Rescue Firefighting Manager (Fire Chief), leads the effort to prepare and organize triennial drills, table-top exercises and other emergency preparedness plans and efforts.
- As needed, responds to airfield incidents, emergencies and security breaches.
- Uses data entry and personal interaction to process permits, reviews local building plans, submits/reviews 7460 forms on FAA OE/AAA, prepares reports and work orders to ensure regulatory compliance and exceptional customer service.
- Assists Airport Director with identifying grant opportunities, applying, managing associated paperwork, financial reporting, closeout reports, also associated letters and record keeping.
- Oversees subordinate personnel and assists in snow removal and ice control.
- Assists Airport Director with approving payroll, reviewing and approving expenses.
- Assists Airport Director with administration of a 14 CFR Part 120 Drug & Alcohol Testing program.
- Supervises Disadvantaged Business Enterprise (DBE) compliance. Supervises subordinate staff, including office personnel performing DBELO functions.
- Makes informal presentations to community and school groups. Makes formal presentations to the County Commissioners and Airport Advisory Commission. Represents the airport at various civic functions. Attends public events, trade shows, seminars and training sessions on behalf of the airport.
- May be asked to shift schedule, adjust hours, flex one's time, and/or work unusual hours to meet operational need including early mornings, evenings, nights and weekends.

- May be asked to become fully trained (computer-based training & on-the-job training) to work assigned role as part of HGR team providing Airline ground support services.
- Responds to and resolves problems within scope of authority; refers more complex problems or those beyond scope of authority to Airport Director; and informs the Airport Director of problems and concerns on a regular basis.
- Acts as Airport Director in the Director's absence.
- Contributes to the team effort by performing related duties as needed/required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of and experience enforcing related federal regulations, including 14 CFR Part 139, FAA Advisory Circulars, and Transportation Security Regulations such as CFR 1542 (Department of Homeland Security and Transportation Administration).
2. Knowledge of federal and state airport improvement programs, passenger facility charges; ability to prepare and implement programs to meet objectives.
3. Ability to identify potential airport problem areas, analyze and define the problem and take appropriate action.
4. Ability to react quickly, effectively and accurately in any emergency.
5. Above average ability to communicate, with public speaking experience and above average writing skills, to include proper use of grammar, punctuation, spelling and vocabulary.
6. Ability to compose professional letters, develop spreadsheets, tables, detailed reports and presentations using Microsoft Word, Excel and PowerPoint. Must possess an eye for detail where work is not often returned for edits or corrections.
7. Ability to establish and maintain effective working relationships with regulatory agencies, governmental officials, associates and the public.
8. Ability to prepare and administer large and complex budgets.
9. Ability to train, evaluate, mentor, correct and discipline subordinate employees as required. Assists Airport Director with delegating, reviewing and completing up to 40 annual staff evaluations.
10. Working knowledge/experience of local government rules and regulations related to finance, procurement and personnel.
11. Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
12. Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
13. Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
14. Analytical Thinking –Approaching a problem or situation by using a logical, systematic, sequential approach.
15. Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
16. Problem Solving -Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
17. The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree in aviation or closely related field AND certification from an airport industry professional organization AND five (5) or more years of experience including in senior airport operations or airport management roles at an FAA Part 139-certificated airport. Experience managing a general aviation airport may also be considered, provided, applicant can demonstrate strong understanding of related Federal Aviation and Transportation Security Regulations as they relate to air carrier operations, possession of appropriate education/credentials, and exceptional business acumen.

#### **SPECIALIZED TRAINING, LISENSSES, OR CERTIFICATION:**

Required Professional certifications issued by the American Association of Airport Executives: Certified Member (C.M.); Airport Security Coordinator (A.S.C.). Other desirable but not required credentials: Airport Certified Employee-Operations (ACE-Ops), Accredited Airport Executive (A.A.E), Private Pilot License.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of business machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and hazardous materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Psychological demands are moderate with occasional incidents, emergency situations, stressful deadlines, irate passengers and customers.

*Note: As mentioned above, individuals may be asked to become fully trained to work airline support service roles. This would involve being able to meet the following, separate physical requirements*

### **PHYSICAL REQUIREMENTS (for Airline Ground Ops Agent Roles):**

Must be able to push/pull 300 pounds. Must be able to pick up 70 pounds, from the floor to waist level or higher then carry it in front of you with both hands for a distance of up to 25 feet and have the ability to lift that same weight above shoulders on a continuous basis; must have physical dexterity sufficient to perform repetitive tasks and motions, including bending at the waist and knees, squatting, kneeling, crawling, twisting and sustaining those positions for extended amounts of time. Must have sufficient vision and ability to safely perform the essential functions of the position. Airport environment; Indoors and Outdoors. All-weather, outdoor conditions where extreme noise, precipitation, temperature ranges and potentially hazardous conditions may be encountered. Ability to wear Personal Protective Equipment (PPE) such as high visibility clothing, hearing protection, safety glasses and other items as required.

### **SPECIAL REQUIREMENTS:**

- Possession of an appropriate, valid driver's license and the ability to maintain insurability under the County's Vehicle Insurance Policy.
- Incumbents are required to complete and pass a TSA mandated, Criminal History Records Check and a Security Threat Assessment and all other County, State or Federal requirements.
- Obtain Ramp Drivers and Movement Area Operating Permit/approvals within first month of employment.
- Possession of CPR, first aid and AED certifications or ability to obtain within one (1) year of hire.

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Some reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**Message to Applicants:** The Hagerstown Regional Airport is seeking an experienced and motivated leader with a minimum of five years of increasingly responsible aviation operations and management experience at a commercial service airport. Applicants shall also be strong in airport operations, airline operations, leasing, aviation business management, revenue strategies, marketing, budgeting and exhibit exemplary business acumen and communication skills.

Please submit responses to the following questions along with your employment application to the Washington County Human Resources Department. Number your responses and address each question separately. Limit replies to no more than one page per question. When answering the questions below related to your experience, provide a detailed description that includes **the name of your employer, your dates of employment, and your job title**. Your responses will be reviewed to evaluate your qualifications.

1. Describe your airport management experience, your duties/role, and the nature and size of the airports you've worked at including the size of the employing agency, and number of employees.
2. This position will require that you occasionally fill in as the Airport Director. Explain your qualifications that will ensure your success in this role.

3. Describe your budget experience detailing the size, complexity, and level of responsibility. Include your role in the preparation and presentation of a budget to government boards.
4. Describe your airport management experience working with tenants on lease negotiation.
5. Provide an example of any airport land development project that you were involved in, what your role was, and describe some of the challenges that you encountered during the project.

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
**Washington County Human Resources Department,  
100 W. Washington Street, Room 2300,  
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:  
July 23, 2026 @ 4:00pm**