

# PUBLIC NOTICE: POSITION OPENING

**Title of Position:** Airport Manager

**Supervisor:** County Mayor

The Airport Manager position manages the Carroll County Airport. The Airport Manager is responsible for the general operations and development of Carroll County Airport as a critical economic asset of Carroll County. The Airport Manager is responsible for planning, organizing and directing the operations, development, maintenance and construction of general aviation and related facilities at the Carroll County Airport. The Airport Manager must maintain effective working relationships with all stakeholders, works under the guidance of State/Federal regulations, and must abide by County/Department policies and procedures. The Airport Manager reports directly to the Carroll County Mayor.

**Qualifications:**

- Bachelors or Associates Degree in Aerospace, Aviation, Business, Public Administration or relevant field; or equivalent proven experience as a director, manager, executive or leader in a relevant field.
- Experience in planning and budgeting, as well as knowledge of business processes and functions (finance, procurement, operations and contracts).
- Experience working under or in cooperation with State/Federal regulations and processes, including the grant process.
- Strong analytical ability, excellent communication skills (both written and verbal), stronger customer services skills, and organizational and leadership experience.
- Must have a flexible schedule to accommodate the schedule requirements and needs of the Carroll County Airport.

Carroll County Government is an equal opportunity employer. Employment will be based upon consideration of the qualifications of all applicants for employment. Discrimination based upon an applicant's race, color, sex, religion, national origin, age or disability will not be tolerated.

For inquiries, please contact Carroll County Mayor Joseph Butler at [jbutler@carroll.tn.org](mailto:jbutler@carroll.tn.org) or 731-986-1936.

To submit a resume, please email to [jbutler@carroll.tn.org](mailto:jbutler@carroll.tn.org).

**Deadline for resume submission:  
Friday, December 13, 2019 by 4 p.m.**