

**OKLAHOMA AERONAUTICS COMMISSION  
AVIATION PROGRAM MANAGER/AVIATION EDUCATION GRANT COORDINATOR  
UNCLASSIFIED**

**BASIC PURPOSE:**

The mission of the Oklahoma Aeronautics Commission is to promote aviation, which includes fostering the growth and safety of the State's publicly owned public-use airports. This position will report to and assist the Deputy Director as assigned in the performance of planning and programming airport improvement projects that will be funded with federal and state funds; work directly with airport sponsors to meet the Federal Aviation Administration's standards, policies, and procedures; and administer various aviation programs.

**TYPICAL FUNCTIONS:**

Working directly with airport sponsors, FAA, and Commission staff, the selected person will solicit, collect, update, and distribute airport planning and programming information including, but not limited to: NPIAS needs lists, Airport 5 year CIP's, and project development information.

- Conduct 5010-1 Master Record updates and Safety and Standards inspection for public use airports in Oklahoma
- Administer the Commission's Aerospace and Aviation Education Grant Program
- Assist in the development of the Commission's Airport Construction Program
- Conduct obstruction evaluations and prepare related permitting documents in accordance with the Aircraft Pilot and Passenger Protection Act
- Conduct Airport Pavement Inspections to include visual identification of pavement distresses and inputting this data into the Commission's GIS based pavement management system
- Conduct a regular review of the functional classification, based aircraft, and IFR traffic for airports in the Oklahoma Airport System Plan
- Coordinate and update Environmental inventory for NPIAS airports
- Coordinate the production of Aeronautical Charts and the Airport Directory for Oklahoma
- Assist airport sponsors with the development of their primary guiding documents
- Any other task the Director of the Aeronautics Commission requests

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Proficient computer skills with Microsoft Office
- Excellent written and verbal communication skills
- Basic knowledge of airport operations and management

**MINIMUM QUALIFICATIONS:**

The Aviation Program Manager II position requires a Bachelor's degree, preferably in aviation, planning, business, GIS, or a related field, and two years of relevant aviation work experience.

Pay range for Aviation Program Manager II is \$50,000 to \$57,973

If unable to fill this position as an Aviation Program Manager II, consideration may be made to fill it as an Aviation Program Manager I. An Aviation Program Manager I position requires a Bachelor's degree in aviation, planning, GIS, or a related aviation field.

Pay range for Aviation Program Manager I is \$43,000 to \$48,000

**PREFERRED QUALIFICATIONS:**

- Previous job-related experience or internship within the airport industry
- Ability to interact with a range of professional individuals including consultants, local elected officials, airport managers, pilots, and the general public with respect and professionalism
- FAA private pilot's license
- General knowledge of FAA regulations, orders, advisory circulars, and airport design standards
- Ability to use the Esri platform ArcGIS
- Ability to establish priorities, work independently or with a team, and proceed with objectives with minimal to no supervision
- In-depth knowledge of the airport environment
- Ability to create and conduct oral presentations

**REQUIRED DOCUMENTS:**

- Cover letter – detailing how your experience and/or education meet the qualifications and preferences listed
- Resume
- Three professional references
- Copy of college transcript

A full job description can be found on OAC's website [www.ok.gov/OAC/](http://www.ok.gov/OAC/) under job opportunities. This is an unclassified position. The Oklahoma Aeronautics Commission is an Equal Opportunity Employer. To apply, please send all required documents to Jane Mitchell, Chief Operations Officer at [jmitchell@oac.ok.gov](mailto:jmitchell@oac.ok.gov) by 5:00 pm 1/30/2019. Phone 405-604-6901.