



Recruitment Profile

DIRECTOR - AVIATION

Tallahassee Regional Airport (TLH)



The City of Tallahassee City Commission:

John Marks, Mayor
Andrew Gillum, Commissioner
Debbie Lightsey, Commissioner
Mark Mustian, Commissioner
Gil Ziffer, Commissioner

The City of Tallahassee Appointed Officials:

Anita Favors Thompson, City Manager
Gary Herndon, City Treasurer
James English, City Attorney
Sam McCall, City Auditor

[Our Community](#)

The City of Tallahassee (population 360,013 to include metropolitan areas) is nestled among the rolling hills of northwest Florida. It is located in the center of the eight-county “Big Bend” area. Geographically, Tallahassee is close to both the Gulf of Mexico, twenty miles to the south and to Georgia, thirty-five miles to the north.

Tallahassee, named for the “old fields” or “old town” by the Appalachian Indians, was established in 1825. It’s rolling landscape, typical of regions further north, is unique among major cities of Florida. Tallahassee was chosen for the capital of Florida on March 4, 1824 while Florida was still a territory. In addition to being the capital of Florida, Tallahassee is also the county seat.

[Demographics and Climate](#)

Tallahassee is one of Florida’s most prominent cities and is one of the top ten fastest growing metropolitan areas in Florida. The population of Tallahassee, Leon County, is the most highly educated population in the state with 49.9% of the residents having either a Bachelor’s, Master’s, professional or Doctorate degree.

Tallahassee anchors the Leon County School District with an estimated enrollment of 32,796 students. There are public, private and charter schools throughout the area, ranging from elementary to high school. There are several institutions of higher education serving the area, to include Tallahassee Community College, Florida A&M University and Florida State University. The Florida A&M University – Florida State University (FAMU-FSU) College of Engineering is a joint project of the two institutions.



Florida A&M University (FAMU) is distinguished by lush foliage and massive oaks comprised of 156 buildings spread over 422 acres sitting atop the highest of Tallahassee’s seven hills. The university also has several satellite campuses including a site in Orlando where the College of Law is located. FAMU offers 62 bachelor’s degrees and 39 master’s degrees. The university has 13 schools and colleges and one institute.

The Florida State University (FSU) is a space-grant and sea-grant public university. It is a comprehensive doctoral research university with medical programs and significant research activity as determined by the Carnegie Foundation. The university is comprised of 15 separate colleges and 39 centers, facilities, labs and institutes that offer more than 300 programs of study.



Tallahassee has a mild and moist climate, with long subtropical summers and mild, short winters. Brief, intense showers and thunderstorms with an average temperature of 92 F characterize the summers in Tallahassee. The city is much cooler in the winter with an average high of 64 F and low of 42 F. Tallahassee truly experiences four seasons.

City Government

Recognized as a regional center for scientific research, and home to the National High Magnetic Field Laboratory, the largest and highest-powered magnet research laboratory in the world, the City of Tallahassee is a regional center for trade and agriculture in the Florida Panhandle, and is served by the Tallahassee Regional Airport. The City provides services such as utilities (to include electric, gas and water), safety and neighborhood (to include police, fire and parks and recreation), transportation development (to include airport and transit) and environmental policy and resources (focusing on our green initiatives).

The city currently has over 2700 permanent employees and 1100 temporary employees. Of that number, 64 are employed at the Tallahassee Regional Airport (TLH). TLH is a 2,743 acre site, just seven miles southwest of the City's central business district and within the corporate city limits. The airport serves approximately 800,000 commercial passengers each year generating more than \$377 million annually in total impact for the local economy. TLH has nine projects under design/construction, five of which have been completed including terminal, ground and building signage improvements. These nine projects are estimated to create approximately 270 jobs in the community and should show an increase in air service as projects are completed. The current commercial air carrier services available in the Tallahassee market include American Airlines/American Eagle, Delta Air Lines, Continental Airlines/Gulfstream and US Airways Express.

The City of Tallahassee's Organizational Values:

- ❖ Customer Service is Our Business
- ❖ Demonstrate Leadership and Personal Responsibility
- ❖ Promote and Support Employee Excellence
- ❖ Practice Teamwork



The Position: Director – Aviation

The Director-Aviation is appointed by and serves at the pleasure of the City Manager and is responsible for directing the City's regional airport. Work involves responsibility for the efficient and economical management, operation and maintenance of the airport and coordination of airport activities with federal and state agencies. Work is performed under the administrative direction of the Assistant City Manager of Transportation and Development. The director will oversee employees grouped under five divisions: Management, Finance, Business Services, Operations, Facilities and Capital Projects.

The Ideal Candidate

The City of Tallahassee is seeking a candidate who is:

- ❖ Achievement-oriented
- ❖ Knowledgeable in financial management with a proven track record
- ❖ An experienced aviation industry executive having exceptional leadership, communication and interpersonal skills and possesses broad experience in all areas of aviation
- ❖ A proactive, hard working and innovative individual capable of building strong relationships with elected officials, City staff, the community and regional agencies
- ❖ Politically sensitive and aware; understanding of politics but not participating in them
- ❖ Honest and has a high degree of integrity; assertive and decisive
- ❖ Flexible, anticipating change and remaining open to new ideas
- ❖ An accessible, approachable and energetic leader who motivates staff

The Process

To be considered for this exciting career opportunity, please forward your City of Tallahassee application and resume with salary history to the Human Resources Department. Applications are available on-line at: www.talgov.com

Human Resources only accepts applications through our on-line applicant process. The City of Tallahassee is an Equal Opportunity and Veteran's Preference Employer. Candidates will be evaluated throughout the recruiting stage; however, you are encouraged to apply as soon as possible as individuals deemed to be best qualified will move forward in the selection process.

If you have any questions regarding this position or the applicant process, please contact the City of Tallahassee's Human Resources Department at 850-891-8214.

Minimum Training and Experience

Possession of a bachelor's degree in airport management, public or business administration or a related field and seven years of administrative and managerial experience, three of which must have included airport facilities, administration and management, and at least one of the following: long range airport planning, airport marketing, and contracts negotiations and administration. Three years of the required experience must have been in a senior supervisory capacity in an airport environment.

Compensation

The City of Tallahassee offers an excellent compensation and benefits package that includes medical, dental, life and disability insurance, 401(K) with employer contributions and generous vacation and sick leave.

The salary is currently under review and until the review is complete, the annual salary **may** not exceed \$137,592.00.