

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**

PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

**OPEN COMPETITIVE EXAMINATION
FOR
NO. 85-487 ASSISTANT AIRPORT MANAGER**

VACANCIES: At present, one vacancy exists with the Jefferson County Airport

SALARY: \$68,242 - \$76,017/yr. (2023 Rate)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: December 22, 2023

EXAMINATION DATE: February 10, 2024

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

- A. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in public administration, business administration, airport operations, airport management, aviation management, or closely related field **and** two (2) years of airport operations, airport maintenance, or airport crash/fire and rescue experience at an airport with scheduled air service; OR

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

- B. Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of experience as defined in (A) above.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Assists with management of the airport to comply with federal, state, and local laws, rules, and regulations;
Supervises and participates in airport maintenance and construction projects;
Conducts regular inspections of airfield runways, taxiways, lighting, and security equipment;
Responds to crash-fire-rescue calls;
Inspects tenant and concessionaire leased areas;
Inspects all public areas of roadways, parking lots, and grounds;
Reports discrepancies and follows up to see that corrective action is taken;
Closes airfield or portions thereof as discrepancies dictate;

Issues notices to air missions when appropriate;

Maintains regular contact with airport tenants, aeronautical users, FAA, and other county departments involved with the airport;

Initiates corrective action when conflicts with users develop;

Answers office telephones and radios and furnishes information regarding airport operations and services;

Prepares and maintains all required reports relating to field conditions, equipment status, and training;

Provides information or assistance to the general public regarding airport activities.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Advising and interacting with others

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Airport operation, including government rules and regulations

These questions test for the knowledge of the principles and practices involved in operating an airport and may include such areas as proper runway marking and lighting; aircraft handling and runway traffic control; airport control tower communications and procedures; and federal regulations governing airport operations.

Maintenance and repair of airport facilities

These questions test for the knowledge of the principles and practices involved in maintaining and repairing airport facilities; and may include such areas as runway, hangar, building, and grounds inspection, upkeep and repair; safety and security procedures related to maintaining airport facilities; and prioritizing maintenance and repair projects.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 11-22-23