

MANAGER OF STRATEGIC ASSETS

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for management, strategic planning, financial analysis, marketing, policies and facilities improvement of the Canandaigua Airport, ensuring the safe operating conditions of County rail systems and property, and managing the County Foreign Trade Zone. The duties are carried out in accordance with Federal Aviation Administration (FAA), New York State Department of Transportation (NYSDOT) and all applicable federal, state, and local laws and regulations. Work is performed under the direction of the Economic Developer. Supervision is exercised over airport contract personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only):

Provides for the safe operation of the Airport, in compliance with FAA and NYSDOT regulations and Airport policies and procedures;

Directs the implementation of all Airport facilities development programs in accordance with the Capital Improvement Program and Ontario County Industrial Development Agency (OCIDA) Policies for management of the IUA (Canandaigua Airport);

Oversees the maintenance of Airport buildings and grounds, including, but not limited to, snow removal, landscaping, building cleaning, and electrical, plumbing, and HVAC maintenance;

Ensures that all required inspections of Airport buildings and grounds are done and deficiencies are rectified in a timely fashion;

Prepares and manages operating and capital budgets for the Airport;

Prepares grant applications and administers grant awards;

Provides financial and other reports to the OCIDA;

Acts as the Airport representative when meeting with the FAA, NYSDOT, and OCIDA;

Prepares Requests for Proposals (RPF's) for Airport services in accordance with OCIDA policies;

Monitors the Finger Lakes Railway Corporation (FGLK) Maintenance of Way and Track Safety Inspection Records for timeliness, accuracy and deficiencies and ensures deficiencies' are addressed in a timely fashion;

Ensures that bridge inventory and inspection records are filed annually with NYSDOT;

Ensures compliance with Federal Railroad Administration (FRA) regulations and that deficiencies and violations are addressed;

Reviews FGLK's annual report and audited profit and loss statement after the close of their fiscal year;

Ensures that FGLK's liability insurance certificates are not less than \$5M and Ontario County and OCIDA are named as insureds;

Provides proof of insurance for railway contractors;

Manages the Ontario County Foreign Trade Zone (FTZ 289) which includes subzones, magnet sites and new applicants;

Files FTZ 289 Annual Reports and ensures subzones annual reports are filed;

Guides applicants through the FTZ approval process;

Meets with Customs and Border Protection;

Attends FTZ Board Trainings to remain current on regulations;

Maintains required FTZ maps and records;

Markets the Foreign Trade Zone throughout its five-county coverage area (Ontario, Wayne, Seneca, Yates and Livingston).

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of strategic planning; thorough knowledge of business and management principles and practices; good knowledge of organization and functions of county government; good knowledge of basic economic and accounting principles and practices; ability to work closely with coworkers, other county departments, government agencies, contractors and private sector individuals to assist with problems and provide information; ability to establish and maintain close working relationships with a diverse group of individuals based on consistent, fair and ethical treatment; ability to problem solve; ability to adapt to a wide variety of duties; ability to plan and organize; shows initiative; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, public administration, aviation or airport management, engineering, or other closely related field AND three (3) years of full-time paid, professional-level experience in the management of municipal assets, real estate assets, or economic development assets, or management of capital improvement projects; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, aviation or airport management, engineering technology, or other closely related field AND five (5) years of experience as noted in (1) above; OR
3. An equivalent combination of training and experience as described by the limits of (1) and (2) above.

ADOPTED: NOVEMBER 21, 2017

REVISED: FEBRUARY 9, 2018

CIVIL SERVICE CLASSIFICATION: COMPETITIVE