

## **Sault Ste. Marie Airport Development Corporation**

POSITION TITLE: Security / Business Administration Manager

EFFECTIVE DATE: July 6, 2015

CLASSIFICATION: Management

### **SUMMARY**

Working as part of the management team and reporting to the Airport President/CEO the Security / Business Administration Manager is responsible to:

Coordinate and implement the Airport Security Program in Conjunction with the Airport CEO.

Develop standard operating procedures and maintain manuals associated with the area of responsibilities as assigned.

Supervision of office staff and related functions

Preparation of various internal and external reports such as board and third party reporting.

Develop and implement marketing strategies.

Manage the advertisement and signage program for the airport.

Develop, administer and coordinate the Airport training program in the following areas: Security, Accessibility, and other training as required by airport staff and others.

Coordinate and direct, duties related to the routine maintenance and repair of the parking systems to meet airport certification standards, regulations and the Airport Operations Manuals.

Provide administrative assistance to Operations/SMS Manager and Fire Chief.

On call duty Manager as required and may act as the Airport CEO during his absences as required.

Ability to work extended hours or scheduled days off

### **REPORTING STRUCTURE**

The Security / Business Administration Manager reports to the Airport President/CEO

## **QUALIFICATIONS**

- Post-secondary education in Business Administration, Management, Finance or equivalent in airport related fields or programs related to marketing and communications.
- Must enroll and complete or have certification in the Airport Administration and Services Program.
- Preference of 5 year's experience in a managerial position, responsible for a multi-disciplined work force.
- Maintain a valid Driver's License.
- Excellent leadership, public relations, management, communication, and conflict resolution skills are required.
- Ability to work independently and to undertake a variety of tasks and perform them with a minimum of supervision.
- Possess superior Computer skills including familiarity with Microsoft Office, data base software, and other electronic data collection and communication systems.
- Possess a competent knowledge of Information Technology systems communication hardware, and connectivity. (Computers, camera systems, wireless systems etc.)
- Ability to maintain confidentiality.
- Ability to cope with stress levels associated with working in emergency and high security situations.
- Exemplary customer service skills.
- Previous airport experience is an asset.
- Previous managerial experience at an airport is a valuable asset.

## **RESPONSIBILITIES OF THE POSITION**

- Manages the Airport Security Program and develops security standard operating procedures.
- Chairs the Safety and Security committee, Airport User committee, and participates in SMS and other airport committees as requested by the CEO.
- Following the Airport's operating policies and procedures, and Transport Canada Certification Standards; he/she maximizes the utilization of administration staff, equipment, and material in a safe, efficient, and effective manner within budget guidelines.
- Manages administration staff in accordance to the Collective Agreement and Airport Polices including disciplinary action.
- Prepares payroll/timesheets for board pay administration.
- Ensures adherence to agreements with third parties as tenants and service providers.

## RESPONSIBILITIES OF THE POSITION CON'T

- Prepares or oversees the preparation of reports and statistics related to areas of responsibility.
- Works in compliance with the provisions of the Canadian Aviation Regulations, Canada Labour Code, *Occupational Health & Safety Act*, and other codes to maintain a safe working environment.
- Establishes and maintains good work relations with all levels of Government, airport users as well as the community at large.
- Informs the Airport CEO about business activities, potential threats, opportunities, and recommended actions.
- Prepares and recommends to the Airport CEO a winter/summer work schedule to meet Security requirements and Custodial services provided by contractors.
- Confers with the Airport CEO to determine priorities and to schedule and assign projects subject to adjustments required to meet emergencies, weather conditions, and traffic.
- Provides input to the Airport CEO for the preparation of the annual operating and capital budgets.
- Reports to the Airport CEO all facilities malfunctions, safety and security violations, ground side accident and incidents and investigates these as per Airport Policies ensuring that all Corporation, Provincial and Federal accident forms are promptly completed.
- Responds to security/emergency situations and performs duties as set out in the Emergency Procedures Manual.
- In conjunction with the management team will research and recommend information technology solutions to improve the airport operation.
- In conjunction with the Airport CEO will maintain and help develop the Airport Security Manual and Standard Operating Procedures.
- Sources material, supplies and maintenance contracts as per the purchasing policy to support area of responsibility.
- Monitors Restricted Area Pass control.
- Undertakes necessary business related research and investigations as required.
- Facilitates the development and implementation of a Business Plan and Marketing Strategy.
- Manages activities and initiatives related to the development and implementation of the business plans.
- Undertakes business project development, management and administration activities in support of the Airport.
- Attends and participates in Board and Committee meetings; act as Recording Secretary, books meeting locations, orders meals, sets up special meetings.
- Prepares and presents reports for board and committee meetings on areas such as Business/Marketing, statistical and operational information, committee participation, and airport security.
- Assists in implementing the goals and objectives of the Airport as determined by SSMADC.

## **RESPONSIBILITIES OF THE POSITION CON'T**

- Assists in ensuring implementation of business and site development plans approved by the SSMADC.
- Initiates research into the implementation of promotional activities to stimulate commercial investment at the Airport.
- Management, planning and marketing of business development interests.
- Represents the Corporation on 1<sup>st</sup> level grievances.
- Any other duties assigned as part of management responsibilities by the Corporation.
- Promotes the Airport as an integral part of the community through public consultation.
- Monitors progress, making contingency plans and taking effective follow-up action as required to sustain the efficient operation of Airport security.
- May act as Airport CEO in the absence of the Airport President/CEO
- Attends and participates in strategic planning sessions
- Act as on-scene security representative for all international and Transborder flights.

### **Contact:**

Mr. Terry Bos, AAE,  
President/CEO  
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### **Closing Date:**

Friday June 19, 2015