

## **Big Horn County Administrator Responsibilities & Duties**

Responsible for assisting the Big Horn County Airport Board and Board of County Commissioners with the administrative duties required to manage and operate both airports located in Big Horn County (BHC) including, but not limited to, the following duties:

Insure that BHC maintains compliance with all FAA regulatory requirements

Maintain a positive working relationship with FAA officials

Work with WYDOT-Aeronautics as a principle regulatory and funding agency for BHC

Process all airport related grants, including application, administration, accounting, and reimbursements

Report to BHC Airport Board & County Commissioners on a regular basis regarding all airport related activities.

Assist the BHC Airport Board with all financial budgeting for the airports

Maintain all airport files including but not limited to Long-term capital improvement projects, including funding and coordination with the FAA & WYDOT

Assist the BHC Airport board with the all airport engineering services for BHC

Preparing of all airport accounts payables

Invoicing and collection of all airport accounts receivables

Generating and maintaining all airport leases

Work with airport tenants to maintain a positive public/private relationship

Supervision of part-time assistants at each airport

Assist BHC Airport Board with potential airport tenants in their efforts to bring private or commercial interests to the airports

Assist BHC Airport Board with marketing and promotion of the airports

Responsible for timely submission of all DEQ and EPA regulatory requirements at the airports

Maintaining accurate files on all airport grants and other financial activities related to the airport, and making them available for auditing purposes if required

Assist BHC Airport Board with operation and regulatory compliance of the self-serve fueling stations at each airport

Assist BHC Airport Board with maintenance of airport equipment and vehicles

Attend airport related conferences and meetings as necessary

Assist BHC Airport Board with the maintenance and upkeep of airport property, both aviation surfaces and non-aviation surfaces. This includes mowing, grading, road repairs, and plowing of snow.

Assist the BHC Airport Board to maintain open airports at all times

Work non-traditional hours as needed to attend meetings and assist with administrative duties of airport operations.

Self-motivation, the ability to communicate clearly with multiple board members, maintenance and knowledge of grants, and the ability to serve as the initial contact for airport operations is critical. Assisting the Airport Board and Big Horn County with all aspects of airport activities, regulation, management, and operation are the responsibility of the Airport Administrator. This position is an at-will position, supervised by the Big Horn County Board of Commissioners.