



<b>Job Title</b>	<b>Air Service Development Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17324</b>

**Class Specification – Air Service Development Manager**

<b>Summary Statement:</b>	
The purpose of this position is to direct the air service development functions at the Colorado Springs Airport serving as a key member of the management team in development and execution of the air service development strategic objectives, key initiatives, and tactical plans to expand air service and increase airport usage.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Conceive, gain approval of and supervises execution of long and short term air service development plans. Work to expand cargo and passenger growth to meet or exceed established targets by maintaining a strong presence internally and externally in the aviation air service development community. Retain and recruit nonstop service to strategic markets. Work directly with the Director of Aviation to develop regional strategy for strengthening air service with other regional airports. Develop strong relationships with current and potential customers; build rapport with airlines and stakeholders at varying levels from analysts to executives.
25%	Promote airport system development with air carriers. Research economic impact of air service in Colorado Springs. Assist the Director of Aviation in the outreach and education of target audiences to influence air service growth at COS. Communicate the COS Airport’s interests to selected air carriers and advocates for the airport system with the Federal Aviation Administration (FAA).
20%	Coordinate complex and diverse projects regarding air service development and competitive rates and charges initiatives, often with competing priorities and deadlines. Prepare and present at recurring meetings of high level community groups and Airport Advisory Commission. Attend several trade events annually. Consider airport capacity and master plan in the development and execution of air service development initiatives. Conduct research on and identifies passenger, cargo and general aviation service wants/needs for the region, make air service projections and identifies target markets for service increases.



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20%	Manage the Airline rates and charges modeling and coordinate the related complex financial analyses for short and long-term financial forecasts using statistical models with multiple variables to help ensure that rates and charges are competitive with comparable airports, sufficient to generate revenues to cover expenses. Act as liaison between Maintenance, Facilities, and Infrastructure, Capital Planning and Development, and Finance to facilitate business plans; including ongoing maintenance and renewal/replacement plans for Airport assets. Reprogram funds as required.
10%	Conceive, gain approval for Airline Use and Lease Agreement and executes the negotiation of Signatory Host and new Affiliate Airlines Agreement. Interpret and enforce Airline lease agreements. Build and maintain key relationships with Airline and local stakeholders. Manage and ensure effective business dealings and relationships with COS airline tenants.

<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>
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**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business administration, marketing, aviation, or a related field.

**Experience:** Five years of full-time professional experience in aviation service development, including two years of supervisory experience.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver's License	Upon hire
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are



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managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:** Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Month
Wetness and Humidity	Seasonally
Respiratory Hazards	Seasonally
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: August 2017