

THE COUNTY OF VENTURA INVITES APPLICANTS FOR

# DIRECTOR AIRPORTS

*Base salary up to \$192,211 Annually\**

*\*plus car allowance and up to 5% educational incentive*



COUNTY of VENTURA



# ABOUT US

## THE COUNTY OF VENTURA

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, and to advise, assist, and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction. It focuses on providing excellent services to its residents by promoting engagement, strategy, execution and accountability to include diversity, equity, and inclusion initiatives to ensure that all employees are treated with respect and without discrimination, and to improve culturally appropriate outcomes for community members.



## THE DEPARTMENT OF AIRPORTS

Includes the Camarillo Airport (CMA) and the Oxnard Airport. The Department of Airports is an Enterprise fund with a total annual budget of \$36.4 million with thirty-four (34) full time staff.

The **Camarillo Airport (CMA)**, officially opened as a General Aviation airport in 1976, following its deactivation as a former Air Force base. It occupies approximately 650 acres of land and is owned and operated by the County of Ventura in partnership with the City of Camarillo through a Joint Powers Authority (JPA).

Today CMA is the proud home of over 600 general aviation aircraft. The airport community includes several aviation businesses providing flight instruction (fixed wing and helicopter), aircraft maintenance, charter and storage services. CMA is home to the Experimental Aircraft Association (EAA), the Commemorative Air Force (CAF), the Ventura County 99's, and an Ultralight Airpark. There is also an Airport Business Park that includes several County agencies, and a variety of businesses.

The **Oxnard Airport (OXR)** covers 230 acres and is located on the coastal edge of the 200 square mile Oxnard Plain, a mile and a half from the coastline on the southwest corporate limits of the City of Oxnard. The airport is home to multiple fixed base operators providing services such as aircraft charters, aircraft maintenance, and pilot supplies. The airport also hosts several car rental agencies. The airport is conveniently located a mile and a half west of Oxnard's business district and within a three minute drive from the beach.



# THE COUNTY OF VENTURA INVITES APPLICANTS FOR DIRECTOR AIRPORTS

## THE POSITION

*Under the general direction of the County Executive Officer, the Director Airports has full responsibility for planning and managing the operations of the Camarillo and Oxnard Airports including the delivery of services and maintenance of facilities. In addition to directing the general operation of two airports, the Director will collaborate with the community and key stakeholders in relation to airport businesses and major enhancements, such as facilities renovations and development, lease renewals and administration.*

**The ideal candidate** will be a leader with previous experience collaborating with a wide variety of stakeholders, including community members, business partners, Board of Supervisors, community groups, municipalities, airport commissions, County Executive Office, etc.; leading teams in a dynamic and fast-paced work environment to achieve specific goals, both operational and strategic; making public presentations to stakeholders, the public, advisory boards, and public officials; some experience in real estate management and land development; managing airport facilities that generate revenue by providing public services including visioning and strategic development; and significant experience with community engagement and communication with residents on development of the airport to meet the needs of residents, visitors, businesses and the community.

## THE QUALIFICATIONS

### EDUCATION, TRAINING, and EXPERIENCE

Any combination of education and experience which has led to the acquisition of the required knowledge and abilities.

The required knowledge and abilities may be obtained by the equivalent of at least five (5) years of increasingly responsible managerial experience in public airport administration.

### NECESSARY SPECIAL REQUIREMENTS

- Significant community engagement and public outreach experience.
- Airport certified under Federal Aviation Regulations-139.
- Must acquire within two (2) years of appointment and thereafter maintain the Accredited Airport Executive certification by the American Association of Airport Executives.
- Ability to obtain and maintain a valid CA driver license.

### DESIRED

- A Bachelor degree from an accredited college/university in Business Administration, Airport Management, or Public Administration
- Accredited Airport Executive (AAE) certification by the American Association of Airport Executives

### Experience history must demonstrate:

1. Significant community engagement and public outreach experience.
2. Experience related to:
  - Airport administration;
  - California land use law;
  - Budget preparation and administration;
  - Operations generating revenue



# COMPENSATION AND BENEFITS



The County of Ventura offers an attractive compensation and benefits package. Aside from our salary of approximately **\$137,280 to \$192,211**, an employee within this position will also be eligible for the following:

- **A general Salary Increase** (GSI) of 2.0% effective December 26, 2021.
- **Automobile allowance** of \$575 per month.
- **Educational Incentive** - Possible eligibility for an educational incentive of 2.5%, 3.5%, or 5%, based on completion of an Associate's, Bachelor's, or graduate degree.
- **Executive Administrative Leave** - The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service. \*Credit for prior public service may be considered (Management Resolution, § 616A)
- **Annual Leave Redemption** - The ability to “cash in” or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months (Management Resolution, § 1205).
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** – Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$16,692 annually. This will increase to \$19,612 for the 2022 plan year effective December 12, 2021.
- **Flexible Spending Accounts** - Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
- **Holidays** - 11 paid days per year which includes a scheduled floating holiday.
- **Other Benefits include** - Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program, and a Wellness Program.
- **Pension Plan** - Both you and the County contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems, such as CalPERS. Based on your hire date with the County, or eligible reciprocal hire date, your retirement plan will be:

Hire Date	Plan Benefit
Before June 30, 1979	2.18% @ age 60
Between June 30, 1979 – December 31, 2012	2.09% @ age 62
After December 31, 2012	2.00% @ age 62

For specific pension plan details, please contact VCERA at [vcera.info@ventura.org](mailto:vcera.info@ventura.org) or call them at (805) 339-2509.



# APPLICATION PROCESS

To APPLY for this exceptional career opportunity, please submit an online application at **[www.ventura.org/jobs](http://www.ventura.org/jobs)** and attach your current resume and a cover letter illustrating your experience with all the following:

- Managing comprehensive programs at general aviation and/or commercial service public airports including the number of take-offs and landings annually and the number and type of aircraft housed.
- Community engagement and public outreach.
- Managing airport budgets, including the size of budgets you have managed;
- Leading team in a dynamic and fast-paced work environment to achieve specific goals, both operational and strategic. Include the titles, sizes, and functions of staff you supervised; and
- Making presentations to community groups, residents, the public, advisory boards, and public officials.

**RESUME EVALUATION:** All resumes will be reviewed weekly beginning **August 9, 2021**, to determine if the stated requirements are met. All relevant work experience, training and education need to be included to determine eligibility.

**INTERVIEW PROCESS:** Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with the County Executive Office management team. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

**BACKGROUND INVESTIGATION:** The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

**For further information about this recruitment, please contact Jessica Ruiz by e-mail at [jessica.ruiz@ventura.org](mailto:jessica.ruiz@ventura.org) or by telephone at (805) 654-2419.**

