

# Missouri Department of Transportation Job Description

**Job Title:** Administrator of Aviation

**Title Code:** R04880

**Salary Grade:** 13

**Exemption Status:** Exempt

**Supervisory Responsibilities:** Full Supervision

**District/Division:** Central Office – Multimodal Operations

**Effective Date:** 12-16-2024

**Replaces (Effective Date):** 12-01-2024

## **General Summary**

The administrator of aviation supervises the inspection, planning, programming, development, and project assistance activities necessary for the development and expansion of civil aviation in the state. Supervises and coordinates the publication of the state aeronautical chart, airport directory, aviation newsletter, aviation website and statewide aviation educational initiatives. Responsibilities are performed under general supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Aviation Management, Business, Public Administration, or related field, **AND** nine years of experience in positions relating to financial assistance programs, **OR**
- Thirteen years of experience in positions relating to financial assistance programs

## **Special Working Conditions/Job Characteristics**

- Job requires occasional, statewide, overnight travel.

## **Examples of Work**

1. Supervises the performance of airport safety inspections and other safety programs.
2. Serves as project manager for the development of the state airport system plan update.
3. Serves as project manager for special aviation studies.
4. Supervises and coordinates publication of state aeronautical chart, airport directory, aviation newsletter, aviation web site, and other educational initiatives.

5. Supervises the planning, programming, maintenance, development, and expansion of civil airports across the state through the department's state and federal airports aid programs.
6. Communicates with city, county, state and federal officials, elected officials, airport sponsors, media, general public, and aviation groups on matters regarding civil aviation in the state.
7. Makes recommendations to department management for state and federal financial assistance for airport facilities.
8. May review proposed legislation to analyze possible affects to the department; recommends changes in future legislation to benefit the department.
9. Performs supervisory responsibilities in a manner consistent with the department's equal opportunity policies.
10. Performs other responsibilities as required or assigned.