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.

10. Performs other responsibilities as required or assigned.