

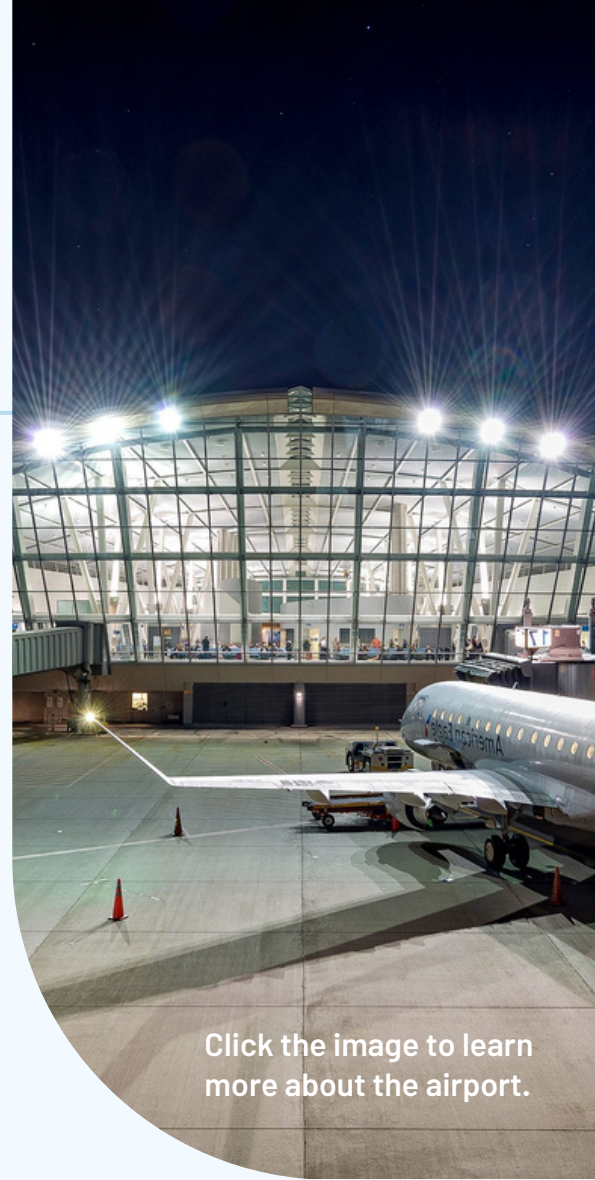


Recruitment Profile

# Assistant Director of Aviation - Finance & Administration

**JOB LOCATION**

Fresno, CA



Click the image to learn  
more about the airport.



**FRESNO YOSEMITE  
International Airport**

# Community & Organization

## The Greater Fresno Region

Located in the San Joaquin Valley of California, the City of Fresno is the county seat of one million residents in Fresno County, and the largest city in the Central Valley region. It is a mix of rural and urban areas, centered on large scale agricultural production with 1.9 million acres of farmland in the region. Geographically, the community is located close to the center of the state.

The city of Fresno has a population of approximately 550,000 residents, making it the fifth most populous city in the state of California. Revitalization of Downtown Fresno's core and the construction of high-speed rail are two of the many exciting projects that continue to successfully support Fresno's growing economy. The Greater Fresno Area is California's most productive agricultural region; it's also a sophisticated city of gorgeous gardens and parks with a vibrant and creative community. Some popular activities include hiking, golfing, biking, horseback riding, and kayaking on one of over one thousand Sierra Nevada Lakes.

The region is known for its nature and beauty consisting of a variety of parks, lakes, and rivers. Some of the main attractions include its three fabulous national parks, specifically Yosemite, Sequoia, and King Canyon National Parks, all located within a two-hour drive of the city. In addition, you can visit the San Joaquin River, which is over three hundred and fifty miles long. Alongside this river in the Fresno region is the three-hundred-acre Woodward Park with five miles of trails, a Japanese Garden, a multi-use amphitheater, and play areas for children. You can also enjoy exploring the beautiful wine country, taking the Fresno County Wine Journey, or stopping at various locations while traveling the fifty-mile-long Madera Wine Trail. And if you enjoy farmlands, you can explore the sixty-two mile Blossom Trail, a loop lined by brilliantly blooming fruit and nut trees, as well as the Fresno County Fruit Trail.

In the heart of Fresno, you will find a variety of cultural, dining, and entertainment offerings for families and children. Fulton Street, a major downtown cultural district, has several of the finest public art pieces in the country, including Pierre-Auguste Renoir's bronze "The Washer Woman" statue.



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You will also find the Fresno Art Museum and several other museums, the Fresno Chafee Zoo, the historic Tower Theater in the Tower District, the Fresno Convention Center, and three large public parks, including the Shinzen Japanese Gardens.

Living in Fresno has the benefit of urban amenities and the unique charm of a suburban atmosphere. Housing prices are typically lower than California's other major metropolitan areas. There are four large school districts in the Fresno area: Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified. And if you are looking for higher educational opportunities, there are several colleges in the area, including Fresno City College and California State University at Fresno, and Fresno Pacific University.

As you can see, there is so much that the region has to offer, given its location, population, and mix of urban, suburban, and rural communities.

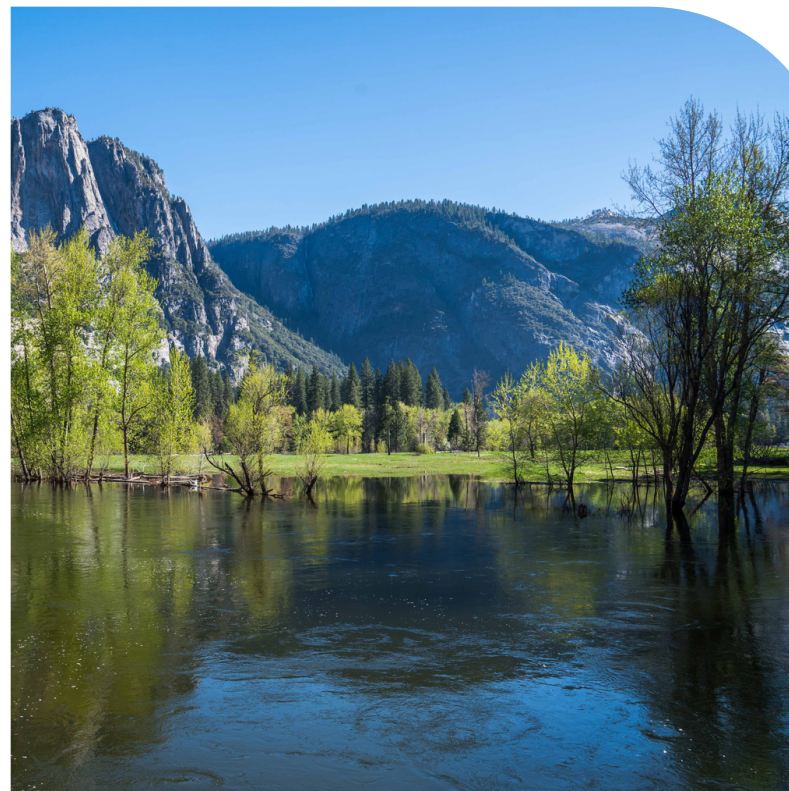
## City of Fresno Government

The City of Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members, and the Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council, but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City.

## Fresno Department of Aviation

The Department of Aviation is responsible for the safe operation, maintenance, and development of the City's two airports, Fresno Yosemite International Airport (FAT) and Fresno Chandler Executive Airport (FCH). The Department has a staff of 128 employees with \$182,389,900 in revenue and \$153,659,000 in expenses. FAT is projected to serve nearly 2.2 million passengers this year.

Learn more about the Greater Fresno Region by clicking [here](#).



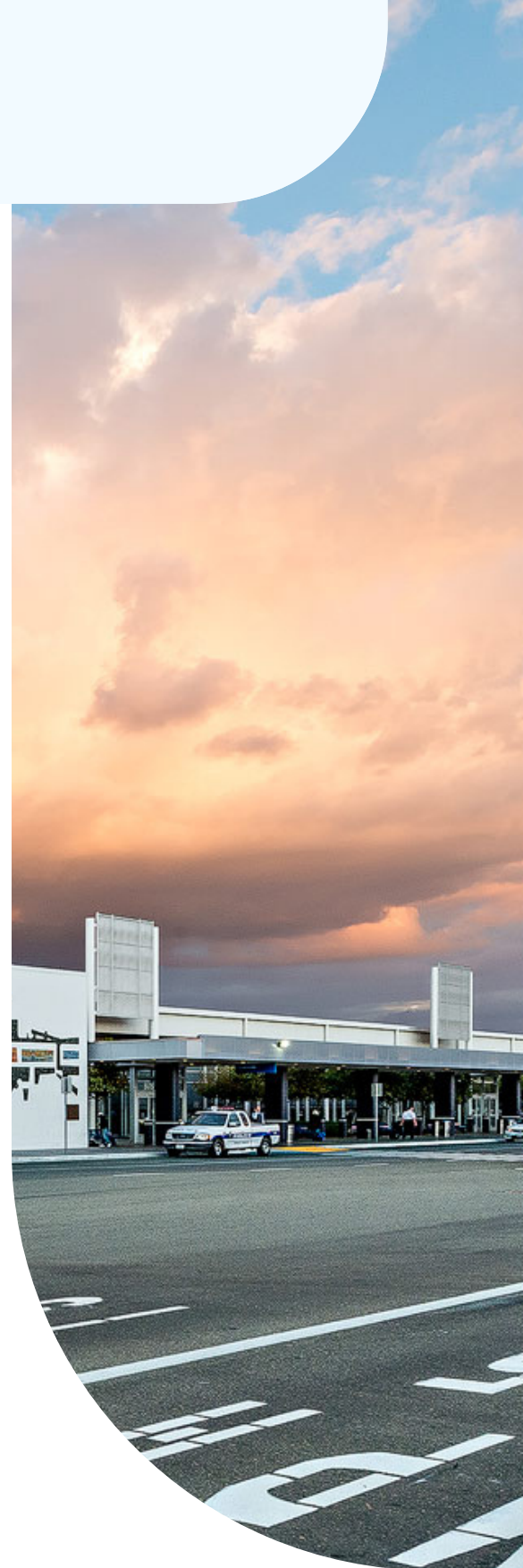
# Community & Organization

## Fresno Yosemite Int'l Airport (FAT)

FAT is a joint military/public airport and is the primary commercial airport for the San Joaquin Valley and three national parks: Yosemite, Sequoia, and Kings Canyon. The airport, which is located approximately five miles northeast of Fresno, serves just over 2.4 million passengers annually and growing. The facility is a home to fixed based operators Ross Aviation and Signature Flight Support. Due to its location, the airport is also a home to several military, law enforcement, firefighting, and medical air units. The Fresno Air National Guard Base is the 144th Fighter Wing of the California Air National Guard. The Fresno Air Attack Base supports aerial firefighting aircraft. Other government and military operations with facilities at the airport include the California Army National Guard, the California Highway Patrol, the Fresno County Sheriff's Office, and the Fresno Police Department.

The airport offers scheduled passenger service with 16 non-stop destinations to several major airline hubs in the United States and international service to Mexico. FAT is served by the following airlines: AeroMexico, Alaska, Allegiant, American, Delta, Frontier, Southwest, United, Volaris, and SkyWest, the nation's largest regional airline. The airport also has a strong cargo presence through FedEx and UPS. The airport operates out of sixteen gates that are located in one consolidated terminal that also includes a Federal Inspection Services (FIS) facility utilized to process international arrivals. Located in the central terminal lobby is a public art display called "Sequoiascape" that depicts a life-size, replica sequoia forest, reflecting the airport's role as a gateway to the nearby national parks. The giant trees appear to be supporting the roof of the terminal surrounded by fallen logs and other foliage. The facility also includes a consolidated car rental facility that is located just outside of the terminal, and maintenance buildings and storage lots that are located nearby.

The airport is currently working on a \$150 million expansion project that will add a nine hundred square feet of space, four level parking garage, as well as a concourse building that will include two new gates that can be used for both international and domestic flights.



# Community & Organization

It will also enlarge the screening area for arriving international passengers and expand the baggage handling and sorting area for outbound flights and the Transportation Security Administration checkpoint.

The airfield consists of two asphalt paved runways, with the primary runway being 9,539 feet long and the secondary runway being 8,008 feet long.

**FAT Airport is ranked in the top 100 commercial service airports in the U.S. based upon enplanements.**

## Fresno Chandler Executive Airport (FCH)

Fresno Chandler Executive is located approximately 1.5 miles west of the Fresno Downtown area. It serves the area's general aviation community and is designated by as reliever airport by the FAA. FCH provides general aviation accessibility with one asphalt runway that is 3,627 feet long by 75 feet wide with nearly 31,000 annual operations.

The airport is home to several tenants including American Helicopters, BCH Aviation Center, D&D Aircraft Service, Flight Level Aviation, Flight Line Café, Fresno Airparts, and Pacific Coast Avionics. FCH is also embarking on a multi-year facility improvement program to benefit its users.

More information about Fresno Department of Aviation can be found by clicking the following link:

[www.flyfresno.com](http://www.flyfresno.com)

Follow on social media to stay up to date.

Search for: [@iflyfresno](https://twitter.com/iflyfresno)



**FRESNO YOSEMITE**  
International Airport



# City of Fresno at a Glance

## Population Size



AREA POPULATION **1,015,190**



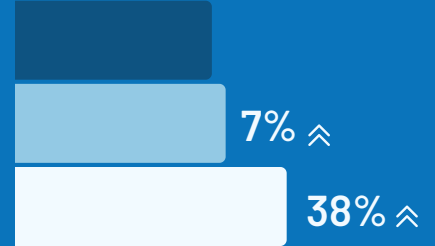
FRESNO POPULATION **548,881**

## Cost of Living

National Avg

Fresno, CA

California



## DriveTimes

- 4.5 hr**  $\gg$  Lake Tahoe
- 3.5 hr**  $\gg$  Los Angeles, CA
- 3 hr**  $\gg$  San Francisco, CA
- 2.5 hr**  $\gg$  Monterrey, CA
- 2 hr**  $\gg$  Yosemite National Park

## Average Temps



**51°** Annual Low Average



**77°** Annual High Average

Source:  
<https://censusreporter.org/profiles/05000US06019-fresno-county-ca/>



## Fresno Department of Aviation



**2** Airport System  
(w/ Joint Use civil/military ops)



**2** Cargo Operators



**9** Airlines



Non-stop Destinations



Mexico Destinations

## The Position

# Assistant Director - Finance & Administration

Reporting to the Director of Aviation, the newly created Assistant Director, Finance and Administration position directs, and is responsible for the day-to-day management of the City of Fresno, Airports Department, which includes its primary commercial service and general aviation reliever airports. Specifically, this person oversees day-to-day operations of the Administrative Offices for Airports which includes, the Finance, Payroll, Human Resources and Property Management Divisions with approximately 22 FTEs and in the absence of the Director, this position may be designated to perform the duties of the Director. The incoming Assistant Director, Finance and Administration will administer the financial affairs for the Airports Department, which includes the Fresno Yosemite International Airport and the Fresno Chandler Executive Airport. This person will provide many critical functions for the airports including creating and monitoring the budget, developing sound financial strategies, managing airline costs, grant management, Passenger Facility Charge (PFC) and Customer Facility Charge (CFC) Funds and working toward the preparation of the Annual Comprehensive Financial Report (ACFR).

Overseeing a finance and business staff of nine (9) FTE positions, which includes two (2) Business Managers, this position will be responsible for accounting, payroll, the annual audit, revenue management, accounts receivable, tax administration, and cash flow management, grant funding and reporting, lease management, rates and charges, and financial projections. The two Business Managers will support the division and the Assistant Director, Finance and Administration by supervising the day-to-day functions in their assigned area of responsibility. The Assistant Director, Finance and Administration will support the Airports financial and fiscal sustainability by developing and maintaining financial reporting systems to support the effective and efficient operations of the organization and to keep the Airports Department, the public, and the executive leadership team apprised of the financial condition of the airport. This work will encompass the management and forecasting of the airports' cash flow to ensure that adequate funds are available to meet expenditures; planning for adequate cash liquidity for airport needs while maximizing earnings; and reporting to the Director of Aviation concerning the budget progress, investment conditions and other related topics. It is imperative that this individual have strong knowledge of principles and practices of public/governmental accounting including budget development, administration, record keeping, governmental purchasing practices, and stay current with GAAP and GASB.

Understanding that the Airports Department is an enterprise fund within the City and receives grants and other funding from the Federal Aviation Administration (FAA), Department of Transportation, California Department of Transportation, and other entities, it's important to have a sound understanding of and very important to have the ability to explain complex financial details in an easy to understand manner regarding enterprise funds, grant applications, reporting, and funding cycles, bonds and other forms of debt, and airport finances to include rates and charges, lease and use agreements, and other factors relative to airport tenancy, Airport Improvement Program and funding, Passenger Facility Charges, Customer Facility Charges, and discretionary and entitlement funding from the FAA.

The Assistant Director, Finance and Administration will also oversee the airports personnel unit, which includes a Personnel Manager, Management Analyst II and a Staff Assistant. This unit is responsible for employee recruitment and selection, employee and labor relations, the design and execution of training and development programs, career planning/talent management, and ensuring that the airports comply with all city policies, memorandums of understanding and employment laws.

The Assistant Director, Finance and Administration will also oversee the Property Management Team of 5 which includes a manager, two Supervisors and two Property Specialists. The Property Management team coordinates leasing for both Fresno Yosemite and Chandler Airports; manages Airport Concessions, Airline Affairs, Parking Management and other revenue generating sources for Airports.

The ideal candidate will be an effective and fiscally sound professional with the demonstrated capacity to be a strong leader with the ability to empower staff through change. The incumbent should have a passion for encouraging professional growth, developing staff, and building organizational capacity, as well as a knowledge of principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline. This key individual needs to be a critical thinker who can identify challenges and opportunities, while also effectively utilizing their resources, systems, processes, and relationships.

**This proven leader will need to possess passion, empathy, be a team motivator, and one who can establish workplace and workforce standards and hold the team accountable. Specifically, the Assistant Director, Finance and Administration will:**

- Be a dynamic and proven leader to motivate, influence, educate and develop, and counsel staff to enhance performance, efficiencies, and general processes.
- Assist in the research and evaluation of airport rates and charges and other cost that impact the airport revenues and expenses.
- Through demonstrated practices, will work to maintain a positive culture and a cooperative and supportive teamwork environment, and.
- Serve as a technical advisor to the Director and City Manager, while fostering collaborative relationships with stateholders, the general public, and staff by demonstrating courteous and cooperative interactions.



## Professional Attributes

- Ethically minded with a high level of integrity.
- Participative and inclusive management style.
- Fair and consistent manager with the ability to consider perspectives of others.
- Doing what's right for the greater good.
- Autonomous; does not require extensive direction or guidance.
- Exceptional communicator with superior interpersonal skills and sensitivity.
- Effective leader, manager, and negotiator.
- Collaborative and strategic thinker.
- Displays enthusiasm and optimism toward work, team and community.
- Expertise at motivating, energizing, and developing staff.
- Exercises sound judgment and remains calm under pressure.
- Comfortable and capable of managing and developing a diverse team with strong ideals.



# Education and Experience



## Education

Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, aviation, or related field, and must possess at least five to seven (5-7) years of directly related management experience.

**Substitution:** 9 years of directly related experience including 5 years at a management level.



## Experience

Must possess at least 5 – 7 years of directly related management experience.



## Additional Requirements

- The ability to obtain and maintain an airport Security Identification Display Area (SIDA) badge.
- A valid California Driver's License will be required at the time of appointment.



## Desirable Qualifications

- Possession of a master's degree.
- CPA and/or industry certifications relative to position.
- Aviation and enterprise budget experience is highly desirable.



# Short and Long-term Goals

## First-Year Goals

- ✓ Establish and build strong relationships w/ internal and external stakeholders
- ✓ Evaluate and assess the financials of airport enterprise fund
- ✓ Analyze, evaluate, and modernize existing business practices
- ✓ Assess and develop staff and division, moving to a high-performing group
- ✓ Collaborate with staff and consultants to develop short and long-term financial plans
- ✓ Become familiar with City's budgeting process and new fund accounting system
- ✓ Become familiar with MOUs, personnel policies, practices, programs, and employment laws

## Long-Term Goals

- ✓ Develop a plan for revenue development and diversification
- ✓ Review and modernize leases, terms, and rates & charges
- ✓ Create financial support for planned phases of capital development
- ✓ Evaluate existing cost structures to modernize, create efficiencies, and keep costs of doing business low
- ✓ Analyze the airports' short and long-term financial perspective including business and budgetary plans

## Compensation & Benefits

The salary for this position  
**\$115,056 - \$192,888 annually DOQ.**

The employee benefits package noted below is subject to change and includes:

- Medical/Dental/Vision (emp & dep):
  - PPO Plan; **City contributes \$1,000 monthly**
- Paid Holidays: **10 City-Observed**, plus birthday and 2 personal days annually
- Annual Leave: **Accrues at 15.5 hrs** per month with cash out option
- Supplemental Sick Leave: **40 hrs** per fiscal year; **80 hrs** lifetime maximum
- Management Leave: **80 hrs (prorated)** per fiscal yr w/ annual cash out option

# Compensation & Benefits (cont.)

- Supplemental Management Leave:
  - Up to 32 hrs at discretion of City Manager. This leave may be placed in retiree Health Reimbursement Arrangement account.
- Retirement:
  - Fresno City Retirement System
  - Employee = 8.9%
  - Employer = 13.38%
  - Reciprocity w/other public California Systems
- DROP (Deferred Retirement Option Program): an optional, voluntary program that allows an employee to deposit retirement benefits in a special savings account with the Retirement System while continuing to work for City of Fresno up to 10 yrs.
- Deferred Compensation – 457 Plan: City contributes up to \$75 per month.
- Car Allowance: \$300 per month and downtown Fresno parking pass; subject to City Manager approval.
- Life Insurance: Equal to annual salary; premium paid by City.
- Long-Term Disability: City pays premium for 66.66% of monthly salary up to \$7,500 per month after 30 days.
- Workers' Compensation
- Flexible Spending: IRS 125 Plan for health and dependent care expenses.
- Bilingual Pay Premium: \$100 per month; subject to the approval of the director and upon successful completion of an exam.
- City does not participate in Social Security

## Inquiries

The City of Fresno has enlisted the services of ACS Firm to lead and manage this recruitment process including, all communications, inquiries, applications, and evaluations. With this in mind, **please direct all communications and inquiries to ACS Firm.** The entire process will remain strictly confidential within reason of public sector employment.

## ACS Firm Points of Contact

**Eric Mercado (He/Him/Él)**  
[Eric@ACSFirm.com](mailto:Eric@ACSFirm.com)  
 424.218.9950

**Ken Greene (He/Him)**  
[Ken@ACSFirm.com](mailto:Ken@ACSFirm.com)  
 203.610.1446

# Application Process

## How to Apply

If you are interested in this opportunity, proceed to [ACSFirm.CareerWebsite.com](https://www.acsfirm.com/careerwebsite.com) and complete our online application. As part of the application, attach your cover letter and resume.



*PDF format is required for submission of application materials. All other options will not be accepted.*

## Communications

*Communication with the City, Airport, its agents and/or sister organization(s) by potential applicants or others conducting outreach on an applicant's behalf is prohibited and will disqualify the applicant from the process.*

## About the City of Fresno & Dept. of Aviation

The City of Fresno is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practice laws. The organization prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin, ethnicity, sex, sexual orientation, gender, gender identity, age, disability, or any other characteristic protected by law. The policy applies to all terms, conditions, and privileges of employment.

EOE / Protected Veterans/Individuals with Disabilities EIO / Veteranos Protegidos / Individuos con Discapacidades

## Application Checklist

- ✓ Have you completed the online application form?
- ✓ Have you attached your cover letter and resume?
- ✓ Are your documents attached in PDF format?



### Application Deadline

Applications will be reviewed upon submission. Those with strong interest are encouraged to apply ASAP. First consideration of applicants will be April 5th.