



The **Greenbrier Valley Airport (LWB)** has an immediate opening for an **Airport Manager** to oversee the direction and administration of the day-to-day operations of the county owned facility. The Airport Manager reports to a five member board of directors appointed by the Greenbrier County Commission. The position requires knowledge of FAA Certification for EAS and experience managing personnel, budgets, construction and land use planning. The Airport Manager will be the airport spokesperson and will be working with state and local businesses and organizations to promote the Greenbrier Valley. The manager directs and coordinates hiring, airport personnel, FAA certifications, facility and building maintenance. The Airport Manager is responsible for oversight and coordination of permits, leases and contracts. The Airport manager also is a liaison with all County, State and Federal agency representatives, as well as airport tenants, concessionaires, and the general public for the purpose of managing operations. Applicants should possess writing and verbal communication skills. Salary is commensurate with experience. *The position will remain open until filled.*

ABOUT THE GREENBRIER VALLEY AIRPORT

Greenbrier Valley Airport is three miles north of Lewisburg in Greenbrier County, West Virginia. Greenbrier County is a county in the state of West Virginia. As of the 2010 census, the population was 35,480. Its county seat is Lewisburg. The area is home to a quality arts and theater programs, community college, medical school and is a destination tourist region. SkyWest Airline schedules airline flights, subsidized by the Essential Air Service program, to Chicago O'Hare International Airport and Washington–Dulles International Airport. For additional information on LWB go to <https://www.gvairport.com/>

CONDITIONS OF EMPLOYMENT

Security review: Selected candidate must be able to pass a background check and drug test.

Education: Bachelor or Master's degree in business/public administration , Airport Management, Organizational Management, Project Management, Logistics, or a closely related field.

Experience: Three (3) years of management experience in Project Management, Facilities Management, Construction, Property Management, Logistics/Operations or Airport Management, which included full-scope supervision.

Substitution: An additional year of qualifying experience or possession of a certification from the American Association of Airport Executives (Accredited Airport Executive - AAE) or the Southwest American Association of Airport Executives (Certified Airport Executive (CAE) may substitute for 15 semester (23 quarter) units of the required coursework.

Desired Qualifications:

The ideal candidate will possess:

- Knowledge of budget and financing, marketing, human resources and redevelopment principles, as they relate to airports.
- Enthusiasm, interpersonal skills and the ability to manage and motivate staff.
- Knowledge and understanding of applicable airport safety guidelines, including Federal Aviation Regulation Part 139.
- Knowledge and understanding of applicable airport security guidelines, including Transportation Security Administration Part 1542.
- Understanding of the unique operating environment of a general aviation airport.
- Ability to work well with others projecting a positive outcome for the airport and regional community.

Accreditation from the American Association of Airport Executives (AAE) or other equally recognized institution is desired but not required.



Selection Process:

There will be an evaluation of qualifications based on a review of the application completed at <https://gvairport.com/images/publicdocument/GVAAApplicationForEmployment.pdf> and the supplemental questionnaire. *It is to your advantage to be explicit in your responses on the application and supplemental questionnaire.* Email to gvamanager@gvairport.com

Application Procedure:

Complete the questionnaire and application and file both electronically. Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application to gvamanager@gvairport.com.

Airport Manager Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information from the Application and your responses to the following supplemental questions will be used to evaluate your qualifications. Detailed responses should be provided for each question in order to ensure qualifications are properly considered. **Each response must include the name of your employer(s), dates of employment where you performed the duty, and the title of your position(s). Employers listed on this questionnaire must also be listed in the work experience section of your application.**
 - I have read and understand the above statements.

- * 2. **Management Experience:** Describe your management experience in Project Management, Facilities Management, Construction, Property Management, Logistics/Operations or Airport Management. Include your roles and responsibilities, as well as the employer where you obtained your experience. Ensure that your experience is listed on your application. If no experience, indicate N/A.

- * 3. **Supervisory Experience:** Describe your full-scope supervisory experience. Include your roles and responsibilities, as well as the employer where you obtained the experience. Ensure experience is listed on your application. If no experience, indicate N/A.

- * 4. **Federal Aviation Administration Grant/ACIP Program Management:** Indicate your years of FAA Grant/ACIP Program management experience.
 - Five (5) or more years
 - Three (3) to five (5) years
 - One (1) to three (3) years
 - Less than one (1) year
 - None of the above

- * 5. **Lease Management:** Indicate your years of real estate lease management experience.
 - Five (5) or more years
 - Three (3) to five (5) years
 - One (1) to three (3) years
 - Less than one (1) year
 - None of the above

- * 6. **Private Investor Airport Facility Development Management:** Indicate your years of involvement or management of private investor airport facility developments.

- Five (5) or more years
- Three (3) to five (5) years
- One (1) to three (3) years
- Less than one (1) year
- None of the above

- * 7. **List all Certifications, Licenses and Additional Training Including Dates and copy of Valid Certificates -**

8. Applicant Acknowledgement - Notification via email: As part of our efforts to increase efficiency and promote conservation of resources, Human Resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided with your application is current, secure and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).

I acknowledge that I have read, understood, and agree to the above statement.

- * 9. **** ATTENTION GMAIL USERS**** We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from Greenbrier Valley Airport Human Resources may be marked as spam and will not make it into your Gmail inbox. For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to download the PDF file.

I acknowledge that I have read and understand the above statement.

- * 10. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered. Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* **Required Question**

. Candidates shall be subject to the following checks, unless otherwise prohibited by law:

- Criminal Courts Check
- Fingerprinting through the Department of Justice
- Driver History (if driving a vehicle or operating County equipment is required)
- Social Security Number Verification
- Address Verification
- Employment History Verification
- Reference Checks
- Education Verification (if required for the position)
- License or Certification Verification (if required for the position)
- Positions responsible for or required to perform fiscal transactions, and positions with fiscal and/or budgetary responsibilities, shall be subject to the following additional checks of their credit history:
 - Bankruptcies and Notices of Default
 - Civil Court Judgments



- County, State, Federal Tax Liens
- Credit Check

Criminal Conviction History

Candidates who are given a conditional job offer will be required to participate in a background investigation process, which includes providing criminal conviction history information. Convictions are evaluated for each position and are not necessarily disqualifying.

Medical Standards

All employment offers are contingent upon fulfillment of established medical standards for the position. Failure to meet all medical standards may result in withdrawal of appointment or termination.

Employee Benefit

The Greenbrier Valley Airport participates in a pension plan and Health Insurance program administered by the State of West Virginia named The West Virginia Public Employees Retirement System (PERS). For more information regarding the retirement system, contact the Public Employees Retirement Board, Capitol Complex, Charleston, WV 25305 or by phone at 1-800-654-4406 or www.wvretirement.gov.

The Airport pays for group term life and hospitalization insurance policy for all eligible employees, and their eligible dependents. To be eligible for insurance an employee must work a minimum of 30 hours per week. The PEIA Group Life Insurance program will provide \$10,000 in term life insurance for all eligible employees who participate. For more information regarding the insurance plan, contact PEIA, 601 57th St., SE, Suite 2 Charleston, WV 25304-2345 or by phone at 1-304-558-7850 or www.peia.wv.gov.

The Greenbrier Valley Airport is an equal opportunity employer.