**The City of El Paso Invites Applications For**

**Aviation Development Assistant Director**

The City of El Paso is seeking an Aviation Development Assistant Director responsible for managing and directing El Paso International Airport (ELP) development, construction and maintenance operations. This position directs and manages the departmental facilities maintenance program, approves maintenance repair, maintenance and renovation schedules for both Airport facilities and construction projects.

The Assistant Director prepares project budgets including compiling and analyzing financial data, schedules multi-year release of funds and reconciles accounts. The Assistant Director plans, organizes, implements, directs and reviews capital improvements, environmental compliance, land acquisition and commercial enterprise programs. This position assists in formulating, revising and implementing capital project objectives. The Assistant Director is the liaison to federal, state, and local governmental agencies, airlines, businesses, advisory committees and Airport tenants on a variety of issues including project status, administrative and fiscal issues. Supervises capital improvement projects in conjunction with the Federal Aviation Administration (FAA), construction managers, architects, Airport tenants and City departments. The Assistant Director prepares a variety of FAA reports including reports on the federally mandated Disadvantaged Business Enterprise (DBE) program. The Assistant Director assists in negotiating leases and rental agreements, reviews contracts and makes recommendations. This position drafts and participates in the implementation of land acquisition procedures and manages all details associated with capital projects, airline negotiations and other Airport-related marketing proposals.

**Position Qualifications**

The Ideal Candidate for this position will have a 4-year degree from an accredited college or university with a degree in Business or Public Administration, Engineering, Architecture, Urban Planning, or a related field; and at least 6 years of progressively responsible professional experience in airport planning or construction project administration and federal grant administration, including 2 years in a managerial capacity. The successful candidate for this position will have comprehensive knowledge of civilian airport rules, regulations and laws, airport planning principles, practices and techniques and FAA rules and regulations.

**Salary & Benefits**

The salary range for this position is $91,480 - $163,130 with an attractive range of benefits. A starting salary near the top-of-range is possible for the exceptional candidate. Relocation assistance is available. For instructions on how to apply, please [**click here**](https://adkexecutivesearch.com/wp-content/uploads/2022/11/ELP-Aviation-Development-Assistant-Director.pdf) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Filing Deadline: January 8, 2022**