**The Jackson County Airport Authority Invites Applications For**

**Director of Finance and Administration**

The Jackson County Airport Authority seeks a Director of Finance and Administration for the Rogue Valley International-Medford Airport (MFR). Reporting to the Airport Director, the Director is responsible for all facets of the Airport’s finance, contract and grant programs, the annual budget and numerous human resources duties. The Director serves as liaison to the FAA as well as various state and local agencies and organizations.

You will schedule and supervise activities within the department to ensure work is performed according to the organization’s policies and procedures. You will prepare and present the annual budget, taking into account goals and objectives, and maintaining appropriate and required records. You will also monitor expenditures to ensure compliance with Airport policies regarding use of budgeted funds.

The Director is responsible for managing needs assessments, audits, program evaluations, and regular special studies. You will ensure the Airport’s compliance with County and federal legal requirements. The Director is responsible for service contracts, authorizing payments, monitoring contract compliance and initiating corrective actions as needed. You will identify funding sources, researching federal, state and local grant opportunities and supervising the associated application processes and required reports. The Director analyzes industry developments and develops new programs and/or program modifications.

**Position Qualifications**

* 4-year degree in accounting, finance, business administration or a related area of study, or an equivalent combination of education, training and experience. A Master’s degree is preferred.
* Five years’ progressively responsible professional experience in program administration with at least four years’ experience in finance that includes supervisory/ managerial experience.
* Thorough knowledge of the principles and practices of program management and administration and budget development, monitoring, administration and evaluation.
* Knowledge and experience in federal, state, and local rules, regulations, codes and ordinances related to public finance administration, as well as knowledge of the principles and practices of modern human resources management practices, including staff motivation, training, and evaluation, is a plus.
* Must be able to develop and monitor a variety of programs, including budgets and funding, work schedules, and grant preparation.
* Must have experience in and be able to develop and maintain effective work relationships with staff, public officials, employees and staff of other agencies and the general public.
* Must be skilled in communicating with a variety of audiences, orally and in writing, and be able to make technical presentations.

**Salary & Benefits**

The starting salary range for this position is $85,883.20 - $109,616.00 with an attractive benefits package. A starting salary near or top of the 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/2023/03/MFR-Director-of-Finance-and-Administration.pdf) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Filing Deadline: May 7, 2023**