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 Director will be the airport spokesperson and will be working with state and local businesses and organizations to promote the Greenbrier Valley. The Airport Director works with the board of directors to coordinate hiring, managing airport personnel, and complying with FAA certifications. The Airport Manager is responsible for oversight and coordination of permits, leases and contracts of all County, State and Federal agency representatives, as well as airport tenants, concessionaires, and the general public for the purpose of managing operations. ***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. Contour Airlines schedules airline flights, subsidized by the Essential Air Service program, to Charlotte NC (CLT).

**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.
* Accreditation from the American Association of Airport Executives (AAAE) or other equally recognized institution.
* 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.

Selection Process:

There will be an evaluationof qualifications based on a review of the application and supplemental questionnaire. *It is to your advantage to be explicit in your responses on the application and supplemental questionnaire.*

**Application Procedure:**

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

The Greenbrier Valley Airport is an equal-opportunity employer.