**Auburn-Lewiston Airport**

**Airport Manager**

The Auburn-Lewiston Airport (KLEW) is located in Auburn, Maine. Auburn is the 4th largest city in Maine. Geographically, Auburn is a mere 45 minute drive to pristine, snow covered mountains or a breathtaking coastal Maine. KLEW is a general aviation facility that is one of the busiest in the state of Maine. The airport supports local and regional general aviation, flight training, cargo and corporate activity.

The Auburn-Lewiston Municipal Airport is seeking a qualified individual for the position of Airport Manager. Said candidate will provide leadership and day-to-day oversight of operations. The ideal candidate should have a desire to help build airport related community and economic development opportunities.

* Duties: (not all inclusive)
* Direct airport operations and maintenance.
* Develops and manages budgets, manages expenses, prepares financial reports.
* Has the ability to negotiate terms, contracts and agreements with contractors and lessees.
* Grant Management
* Knowledge of Strategic Planning
* Possess Human Resources and personnel training
* Government / FAA relations
* Knowledge of NOTAM's
* Implement and interpret Federal, State and local regulations.
* Market the airport to potential clients, to include corporate and private aircraft. Increase aircraft population, rentals, etc.

Qualifications:

* History of sales, promotions, or event planning
* Good communication and interpersonal skills
* Baccalaureate degree desired in airport management or related field with certification in a recognized aviation or airport skill is desired but not required.
* Three years’ experience managing general aviation airports but, equivalent experience will be considered.
* Candidate will become AAE certified within 365 days of hire.
* Pass a background check and employment health screening in accordance with the FAA and the City of Auburn

This is a full-time position. Salary is dependent upon experience and qualifications.

Please send resume and cover letter to: Chandra Elliott, Human Resources Specialist, city of Auburn, 60 Court Street, Auburn, ME 04210. (207) 333-6601 ext. 1415, [celliott@auburnmaine.gov](mailto:celliott@auburnmaine.gov). Position will be posted until filled, however, interviews will begin after 30 days.

**The City of Auburn is an Equal Opportunity Employer**