

## HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

To: Board of Finance

From: Julie Hulburd, Human Resources Generalist  
Susan Leonard, Human Resources Director

Date: January 7, 2013

Re: Reorganization of the Burlington International Airport Personnel

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We respectfully recommend the approval of the reorganization of the Burlington International Airport as requested by Interim Director, Gene Richards and approved by Interim CAO, Paul Sisson. The reorganization calls for:

The elimination of four positions:

- Director of Administration and Finance, Grade 21
- Maintenance Engineer, Grade 18
- Three (3) Part-Time Ambassador positions, Grade 6
- One (1) Full-Time Ambassador Shift Leader position, Grade 12

The creation of one position:

- Marketing Assistant, Grade 14

Changes in Reporting Assignments:

- Finance and Administration Division
  - Currently reports to the Director of Administration and Finance, proposed to report to the Director of Aviation
  - Positions include, Office Assistant II, Grade 12, Office Assistant II, Limited Service, Grade 12 and Finance and Administration Division Assistant, Grade 15
  - Facilitates further centralization and transparency of City finances and better utilizes newly implemented enterprise data management systems
- Airport Maintenance Division
  - Currently reports to the Director of Maintenance, Engineering, and Environmental Compliance, proposed to report to the Assistant Director of Maintenance
  - Positions include the Maintenance Foreman, Grade 17, Airport Working Foreman (Facilities) Grade 16, Airport Working Foreman (Airfield), Grade 16, Airport Working Foreman (Terminal and Grounds), Grade 16, Electrical Foreman, Grade 17
  - Improves organizational efficiency based on functional compatibility and office location.

**The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.**

**The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.**



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#### Reclassification of Airport Ambassadors & Shift Leaders Limited Service Part & Full Time Status for the following positions:

- Airport Ambassadors Limited Service Part-Time Grade 6
  - Seven (7) Part-Time positions, classified to seven (7) Full-Time positions, three (3) positions proposed to remain Part-Time, Grade 6
- Airport Ambassador Shift Leader Limited Service Full-Time, Grade 12
  - Two (2) Full-Time Ambassador Shift Leader Positions, to (1) Full-Time and one (1) Part-Time position, Grade 12

The rationale for the proposed changes is as follows:

#### Elimination of the Director of Administration & Finance

The duties of the Director of Administration and Finance position have been reallocated to the Clerk/Treasurer's Office in effort to further centralize City finances, facilitate improved transparency and properly utilize the newly implemented enterprise data management systems. The three subordinates currently reporting to this position are proposed to report directly to the Director of Aviation. In accordance with applicable compensation policy, the impact on the Finance and Administration Assistant has been reviewed and it has been determined that there are no new functions requiring additional skills and knowledge such that a higher placement is warranted. The Director of Administration & Finance position is graded at a level 21 with a budgeted FY13 salary of \$70,501.

#### Elimination of the Maintenance Engineer

Interim Director Richards and Director of Maintenance, Engineering, and Environmental Compliance, Kendrew, have determined that this position, which has been vacant since 2009, is not currently needed. This position is graded at a level 18 with a budgeted FY 13 annual salary of \$50,186.

#### Elimination of Three Limited Service Airport Ambassadors & One Ambassador Shift Leader

The elimination of three (3) Part-Time Ambassador positions and one (1) full-time Ambassador Shift Leader position is made possible by redistributing the duties to fewer full time, limited service employees as described in Interim Director Richard's attached memo. The Ambassador position is a grade six with an associated hourly rate of \$14.21. The Ambassador Shift Leader position is a grade 12 with a budgeted FY13 annual salary of \$35,029.

#### Reclassification of Seven Limited Service Ambassadors to Full-Time Limited Service Status

Since implementation of the initial request from the Airport for thirteen (13) Limited Service Part-Time positions, the Airport Management Team has reviewed coverage needs for this area and determined that optimal coverage can be accomplished with ten (10) Airport Ambassador positions - seven (7) Full-Time positions and three (3) Part-Time scheduled for 24 to 32 hours per week. According to Interim Director

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Richard's attached financial analysis, these changes are within the budgeted salary line item for the positions and associated benefits costs are covered by the overall reorganization savings.

#### Reclassification of One Limited Service, Full-Time Ambassador Shift Leader Position to Limited Service Part-Time Status

The initial request from the Airport included the three (3) Airport Ambassador Shift Leader positions as Limited Service Full-Time. As the airport has worked through the hiring process and coverage needs have been reviewed by the Airport Management Team has concluded that necessary coverage can be accomplished with two (2) Full-Time shift leaders, and one (1) Part-Time shift leader. The Part-Time individual is in place primarily to lead the weekend shifts. According to Interim Director Richards, this change will remain within the budgeted amount for these positions. These positions are benefits eligible, excluding short-term disability and retirement.

#### Creation of a Marketing Assistant Position

Interim Director Richards has requested the creation of a regular, full time Marketing Assistant Position to increase marketing efforts, assist in adding new air service and optimize the use of social media and the BTV website. Review of the proposed job duties resulted in a grade 14 ranking in the modified Willis Classification System. The FY13 annual salary amount of \$38,995.80 and associated benefit costs including membership in the retirement system will be offset by the elimination of the two regular full-time positions above.

#### Changes in Reporting Assignments an Job Descriptions

All changes in job descriptions and reporting assignments have been updated and appropriately reviewed. It has been determined that none of the positions require additional skills or knowledge such that reclassification to a higher placement is warranted.

Attached please find supporting documentation for the above requests. If approved, the above reorganization will be effective following City Council approval and Mayoral signature of the resolution.

Thank you for your consideration.

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## BURLINGTON INTERNATIONAL AIRPORT

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DATE: January 22, 2013  
TO: Board of Finance  
FROM: Gene Richards, Director of Aviation  
RE: Finance Board Approval Request – Reorganization

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The Burlington Airport is in the process of evaluating the organizational structure and staffing needs necessary for the ongoing growth and success of the airport. Under the new restructuring plan the airport is respectfully requesting Finance Board approval for the creation of a Marketing Assistant position, elimination of the Director of Finance and Administration position, elimination of the Airport Maintenance Engineer position, and elimination of (4) previously approved Airport Ambassador positions. In addition we are showing past changes made in the organization structure to more accurately reflect the current airport operations.

Creation of the Airport Marketing Assistant position is necessary to provide a point person to help in increasing and keeping air service at the airport, as well as work to improve the airports relationship with its tenants and the community. An existing temporary position is currently being used for airport marketing, leases and contacts, and tenant relations. This temporary position will be eliminated upon creation of the Marketing Assistant position. The market position's primary focus will be on increasing marketing efforts for the airport with the intent of working with consultants to add new air service, social media, website coordination, as well as tenant leasing and contract negotiations. Additional airport revenue will be generated through these activities.

Over the last 24 months, the duties associated with the Director of Finance and Administration position have been reallocated to the Clerk/Treasurers office and distributed to other staff at the airport. This change has been necessary in order to ensure the Airport is fully integrated into the Cities financial management system. This enables maximum efficiency and productivity with the city and the airport, and in addition further promotes the increased communications necessary for the airport business to remain successful. As a result this position is no longer necessary and is being eliminated.

The Airport Maintenance Engineering position has remained vacant since 2009. The duties associated with this position have been assumed by other staff at the airport. This position is not currently necessary and is being eliminated as a cost saving measure.

1200 Airport Drive, #1  
South Burlington, Vermont 05403

Phone: (802) 863-2874 (TTY)  
Fax: (802) 863-7947  
[www.btv.aero](http://www.btv.aero)

The Airport Ambassadors were originally approved as (13) part-time positions, (2) full-time foreman position, (3) full-time shift leader position. After review of the hours of operation and restructuring the existing staffing it was determined that not all positions would need to be hired. The (13) part-time positions will now be filled using (7) full-time and (3) part-time, resulting in a reduction of (3) part-time positions. The (3) full-time shift leader positions will now be filled using (1) full-time and (1) part-time position resulting in a reduction of (1) full-time position.

The changes to the organization chart shown under the maintenance division are being made to correctly depict how the airport has been functioning since the creation of the Assistant Director of Maintenance position in 2008. This position was created to take over the coordination of the day to day maintenance operations of the division, and as a result the Airport foreman report directly to this position.

The Airport has been working with Human Resources, the Interim CAO and City Finance team as well as the City Attorneys Office on these changes. The attached documentation from HR fully documents the changes for each position being requested. All of the proposed changes either result in decreases to the airports operating budget or have been covered by existing operating funds.

Thank you for your consideration of these important changes.

**City of Burlington  
Job Description**

**Position Title:** Marketing Assistant

**Department:** Airport

**Reports to:** Director of Aviation

**Pay Grade:** 14

**Job Code:**

**Exempt/Non-Exempt:** Non-Exempt

**Union:** NA

**General Purpose:** Responsible for executing promotional program for the Airport including advertising and marketing. Management of airport customer service programs including lost & found, lease management, and tenant negotiations.

**Essential Job Functions:**

- Assists Aviation Director, staff, and consultants to develop annual marketing program detailing objectives, strategies, programs and budgets.
- Compile market research as it relates to air service, passenger demographics and other related topics.
- Assist with sponsorship opportunities for local, regional and national companies and organizations; assist with other revenue raising programs and opportunities.
- Manage all airport customer service programs.
- Manage Airport lease program and assist with tenant negotiations.
- Participate in activities of the industry which increase the incumbent's knowledge of new theory or developments in marketing an airport.
- Provide media, community, other City Departments, etc. with information on all airport events.
- Design, layout and production of a variety of printed promotional material for the airport
- Coordinate graphic design work with contracted graphic designers and printers for the production of a variety of printed promotional materials.
- Coordinate and compile weekly Airport newsletters
- Manage website and social media sites.
- Regularly uses social media to promote the airport and its marketing activities.
- Supervise and train student interns as required.
- Represent the airport at city and community events and meetings as required.
- Maintain contact with all news media and advertising representatives as needed.

**Qualifications/Basic Job Requirements:**

- Bachelors Degree in Marketing, Business or related degree and two years experience in marketing, Business and/or public relations required.
- Knowledge of Aviation industry.

- Strong computer and graphic design skills.
- Ability to work evenings, weekends and holidays as required.
- Ability to multi-task and work in a fast paced, high pressure environment.
- Strong interpersonal skills required.
- Excellent written and oral skills and organizational skills required.
- Ability to work closely with co-workers in a small office, often under pressure.
- Ability to provide guidance to student interns.
- Ability to creatively problem solve.

### Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	15 pounds
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> clear speech	ability to mount and dismount forklift/truck	15 pounds
<input checked="" type="checkbox"/> touching	<input checked="" type="checkbox"/> pushing/pulling	<input checked="" type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> dexterity		
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input checked="" type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input checked="" type="checkbox"/> extreme cold	<input checked="" type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input checked="" type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

### Supervision:

Directly Supervises: \_\_\_\_\_ Indirectly Supervises: \_\_\_\_\_

### Disclaimer:

The above statements are intended to describe the general nature and level of work being

Marketing Assistant

Page 3 of 3

performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

(created 12/31/2012)

DRAFT



Classification Scores  
November 5 2012

Marketing Assistant			
Knowledge & Skills	D1X		122
Mental Demands	D3H		35
Accountability	C1S		61
Working Conditions	L2B		10
			228
Total			
Classification	Regular Full-Time Grade 14		



## City of Burlington Job Description

**Position Title:** Ambassador Working Foreman - Limited Service

**Department:** Airport

**Reports to:** Director of Operations

**Pay Grade:** 16

**Job Code:** 1197

**Exempt/Non-Exempt:** Non-Exempt

**Union:** Non-Union

**General Purpose:** This position is responsible for the day to day supervision of the Airport Ambassadors including flow of airport customers through the parking, bus, and taxi services. The Working Foreman will also provide excellent customer service at the terminal and taxi areas as well as some security and ground transportation services.

### Essential Job Functions:

- Coordinate the flow of airport customers through the terminal building, roadways, and parking garage, including assisting with luggage and wheelchairs, giving directions, parking information and security requirements.
- Oversee Airport Ambassador employees, supervise day to day activities, and resolve problems, and provide job training and input with performance evaluations. Manage Ambassador scheduling for federally mandated coverage, vacations, call-outs and number of hours.
- Be both courteous and professional in interactions with the public and model excellent customer service and conflict resolution skills to the Airport Ambassador work group.
- Be knowledgeable of airport facilities, airport terminal and fire exits as well as other airport buildings and traffic routes and ensure that Ambassador group is trained and informed of changes in airport facilities.
- Observe, understand and be knowledgeable regarding Airport and TSA security requirements.
- Keep informed of airline arrival and departure schedule at the Burlington International Airport.
- Remain informed of special events and attractions in the Chittenden County area.
- Ensure that Airport Ambassadors are knowledgeable and able to communicate information regarding access and availability of local taxi, limousine, bus and related services.
- Coordinate 60-80 permitted taxis and drivers, including performing annual and random taxi vehicle inspections.
- Coordinate the patrol of areas outside Airport Terminal and Parking Garage.
- Conducts daily garage license plate inspections
- Compiles weekly and monthly reports on daily garage license plate surveys
- Reactivates and Manages Park and Shuttle as required.

- Communicate and cooperate on security and customer service matters with Airport Operations and Burlington Police officers assigned to the Airport.
- Maintain and enhance positive public relations by responding promptly to complaints and inquiries by the traveling public.
- Enforce airport rules and regulations and City Ordinances relating to ground transportation services, traffic flow, and parking of vehicles, including but not limited to directing traffic and issuing tickets for parking and traffic violations as appropriate.
- Follow procedures and prevent security breaches by properly manning the North Concourse Exit Lane as directed by Airport Operations.
- Collect luggage carts and wheelchairs on a regular basis through out the day.
- Assist with the monitoring and counting vehicles in the parking garage, including directing vehicles to the off premises parking lot when the parking garage has reached capacity.
- Understand and execute Ground Transportation duties such as; Collecting per trip fees paid by permitted/licensed operators, ensuring that fees are secured and remitted to the Airports administrative offices on schedule.
- Work with Ambassadors and Taxi drivers to resolve questions or concerns about procedures within the Taxi areas of the airport, and report concerns to the Director of Operations.
- Upkeep of daily communication log between Ambassadors and Shift Leaders regarding conflict/situations that may arise.
- Answers calls after regularly scheduled hours from both taxi drivers and employees.
- Provide support to the Airport Operations Staff as needed.

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- High school diploma or GED and four years of experience in a customer service setting, with at least two years of supervisory experience.
- Experience in airport or security preferred but not required.
- Ability to obtain a Burlington International Airport Secured Area ID badge which includes a 10 year fingerprint based criminal history records check, a security threat assessment check and a written exam.
- Ability to work during hours of operations: 4:00 am to 12:30 am daily or until the last passengers have deplaned. Last Ambassador on duty must be cleared to leave by Airport Operations.
- Ability to properly use equipment including two-way handheld radios capable of tuning into Airport frequencies.
- Must be able to stand for several hours at a time.
- Ability to work extended periods of time in all weather conditions.
- Ability to communicate effectively orally.
- Ability to process monetary transactions and apply basic math skills
- Ability to communicate using basic writing skills

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	<input type="checkbox"/> 75 pounds
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> 75 pounds
<input checked="" type="checkbox"/> touching	dismount forklift/truck	<input checked="" type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> dexterity	<input checked="" type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input type="checkbox"/> analysis/comprehension
<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input checked="" type="checkbox"/> writing - basic	<input type="checkbox"/> clerical	
<input type="checkbox"/> writing - complex		
<input checked="" type="checkbox"/> shift work	<input checked="" type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input type="checkbox"/> works alone	<input checked="" type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
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<input type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

**Supervision:**

Directly Supervises: 12 Indirectly Supervises: 0

Deleted: 6

**Disclaimer:**

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**Approvals:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 07/31/2012, Revised 12/31/2012



## City of Burlington Job Description

**Position Title:** Director of Administration and Finance (Airport)

**Department:** Burlington Airport

**Reports to:** Deputy Director of Aviation

**Pay Grade:** 21

**Job Code:**

**Exempt/Non-Exempt:** Exempt

**Union:** N/A

**General Purpose:** This position is responsible for management of financial and administrative services for the Burlington Airport. In addition this position ensures that all business affairs of the Airport are performed in accordance with local, state, and federal laws and regulations.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Oversees all accounting aspects at the Burlington International Airport including but not limited to; purchasing, contracts, properties, leases, risk management, advertising and promotions. **This responsibility will now fall to the Aviation Director and the Clerk/Treasurer's Office**
- Plan and coordinate long range financial plan; develop, revise and monitor the annual operating budget. **Director of Aviation, Clerk/Treasurer's Office**
- Oversee and monitor computer system and network administration, including but not limited to, systems maintenance, assessing needs, evaluating use, recommending upgrades, etc **Clerk/Treasurer's Office – IT Division**
- Compile all tenant financial performance to forecast revenues, and analyze flight and passenger data to forecast revenues and air service marketing efforts. **Director of Aviation, Clerk/Treasurer's Office, Marketing Assistant & Admin & Financial Assistant**
- Calculate and prepare annual rates and charges in accordance with airlines use and lease agreements. **Clerk/Treasurer's office**
- Oversee preparation of financial statements and present monthly and annual financial reports to Airport Commission. **Clerk/Treasurer's Office**
- Manage and oversee the preparation of Burlington International Airport operating budgets, capital budgets, various grants, etc. **Clerk/Treasurer's Office**
- Present the respective budgets to Director of Aviation, City Treasurer, and the Mayor on an annual and as needed basis.
- Ensures compliance with federal and state grant program, the federal PFC program, and Airport's Revenue Bond obligations. **Clerk/Treasurer's Office**
- Act as a resource for business, financial and statistical analysis for decision-making and development of goals and strategies for Burlington International Airport.

- Supervise, evaluate and train appropriate fiscal and clerical staff.
- Oversee contract administration and tenant relations to include negotiation of leases, contracts, concessions and use agreements which permit tenants and others to use and occupy property at the Burlington International Airport. **Aviation Director, Marketing Assistant, and Administration and Financial Assistant**
- Administers all aspects of personnel management, including but not limited to employment, labor relations, training, benefits and compensation. **Aviation Director, Human Resources Department**
- Oversees management of capital project administration to include; contracts, accounting and funding programs. **Aviation Director, Clerk Treasurer's Office**
- Monitors legal and insurance claims against the Airport and handles as appropriate. **Aviation Director, Clerk/Treasurer's Office, City Attorney's Office, Human Resources Department**

**Non-Essential Job Functions:**

- Performs other duties as required.

**Qualifications/Basic Job Requirements:**

- Bachelor's degree in Business Administration /Accounting or minimum of 5 years of office management experience with demonstrated supervisory and management capabilities and a proven working knowledge of accounting practices and procedures, including budget and management responsibility and familiarity with lease and contracts required.
- Proficiency in a Windows environment with advanced skills in spreadsheet, word processing and database programs required.
- Background in an Airport work environment preferred.
- Demonstrated knowledge of computer and network systems preferred.
- Experience in Grant Administration preferred.
- Ability to interpret policies and contract regulations and disseminate that information to the staff to ensure compliance with all appropriate rules and regulations.
- Ability to work in a deadline driven, fast-paced, detailed work environment.
- Ability to communicate clearly both orally and in writing.
- Ability to work in a multi-task environment.
- Ability to supervise, train and set clear goals for staff.
- Ability to interact with internal and external City officials, local, state and federal entities in a professional and courteous manner.
- Ability to plan, organize and coordinate workload and to meet deadlines.
- Employee must not pose a direct threat to the health or safety of him/herself or others.
- Must be on call 24 hours per day, 7 days per week.
- Must possess and maintain a valid VT driver's license.
- Must successfully complete a ten (10) year background check, including a fingerprint based criminal history record check ( CHRC).

**Physical & Mental/Reasoning Requirements; Work Environment:**

<input checked="" type="checkbox"/> seeing	<input type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception (red, green, amber)	<input type="checkbox"/> within and between warehouses/offices	<input type="checkbox"/> 10 pounds
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	<input checked="" type="checkbox"/> 10 pounds
<input checked="" type="checkbox"/> touching	<input type="checkbox"/> pushing/pulling	<input checked="" type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> dexterity		
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<input checked="" type="checkbox"/> finger		
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<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
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<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Directly Supervises: 4+ Indirectly Supervises:       

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## Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

(Wpd dated May 2005)



**BURLINGTON INTERNATIONAL AIRPORT**

	<u>FY2013 Salary</u>	<u>FY2013 Benefits</u>
<b>Original Budget Approved by City Council in June 2012</b>	422,000	0

**Amended Budget per August 6 Board of Finance Meeting:**

(13) Ambassador Positions Part Time	\$307,391	\$73,774
(3) Ambassador Shift Leader Positions Full Time	\$104,477	\$31,343
(2) Ambassador Foreman Positions Full Time	\$87,522	\$26,256
<b>(18) Total Positions:</b>	<b>\$499,389</b>	<b>\$131,373</b>

**Reduce FY 13 Budget for Eliminated Positions:**

<b>Ambassador Positions:</b>	<u>Salary</u>	<u>Benefits</u>
-(3) Part time Ambassador	(\$70,936)	(\$28,375)
-(1) Full Time Shift Leader	(\$34,826)	(\$13,930)

**Revised budget after positions are eliminated:**

\$393,627      \$89,068

**Requested Approval at January 22 Board of Finance Meeting:**

	<u>FY2013 Salary*</u>	<u>FY2013 Benefits*</u>	<u>FY2014 Salary**</u>	<u>FY2014 Benefits</u>
Ambassador Actual Costs: July - September FY2013:	\$98,854	\$0	\$0	\$0
(8) Ambassador Ltd. Svc. Positions Full Time	\$177,341	\$53,202	\$242,366	\$96,946
(2) Ambassador Ltd. Svc. Positions Part Time	\$29,926	\$9,244	\$40,899	\$10,934
(1) Ambassador Shift Leader Ltd. Svc. Positions Full Time	\$26,119	\$7,836	\$35,696	\$14,278
(1) Ambassador Shift Leader Ltd. Svc. Positions Part Time	\$15,669	\$3,760	\$21,414	\$6,852
(2) Ambassador Foreman Ltd. Svc. Positions Full Time	\$65,641	\$19,692	\$89,710	\$35,884
<b>(14) Total Limited Service Positions:</b>	<b>\$413,550</b>	<b>\$93,735</b>	<b>\$430,085</b>	<b>\$164,895</b>

\*Prorated-Salary/Benefits paid Starting in October

\*\* Full year salary with assumed 2.5% COLA

**Increase from August 2012 BOF Approval:**

\$19,923      \$4,666

**Other Positions to Be Eliminated**

	<u>FY2013 Budgeted Salary</u>	<u>FY2013 Benefits</u>
Director of Administration and Finance *, **	(\$29,375)	\$2,290
Maintenance Engineer	(\$50,186)	(\$25,093)
Temporary Tower Attendants	(\$24,636)	\$0
<b>Reduction to Budget 2013 for Eliminated Positions:</b>	<b>(\$104,197)</b>	<b>(\$22,803)</b>

\*Prorated-Salary/Benefits reduction starting in February

\*\*Includes \$16,978 payout for Vacation/Vested Sick

**Positions to Be Created**

	<u>FY2013 Salary*</u>	<u>FY2013 Benefits*</u>	<u>FY2014 Salary**</u>	<u>FY2014 Benefits</u>
Marketing Assistant	\$19,498	\$9,749	\$39,093	\$19,547

\*Prorated-Salary/Benefits paid Starting in January

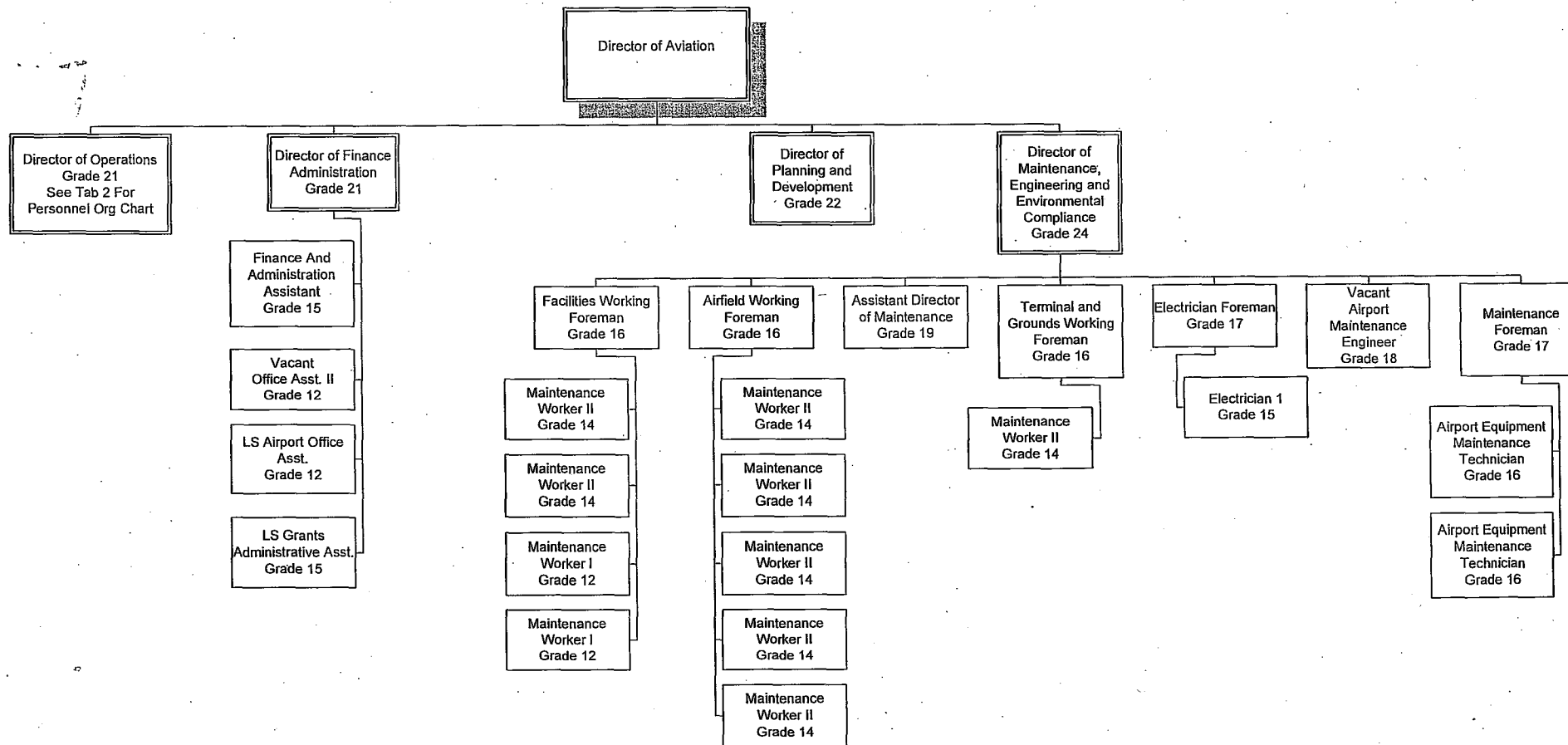
\*\* Full year salary with assumed 2.5% COLA

Budgeted Salary      Benefits  
\$22,500      \$11,250

**Reduction in FY 2013 Budget for Marketing Assistant:**      (\$3,002)      (\$1,501)

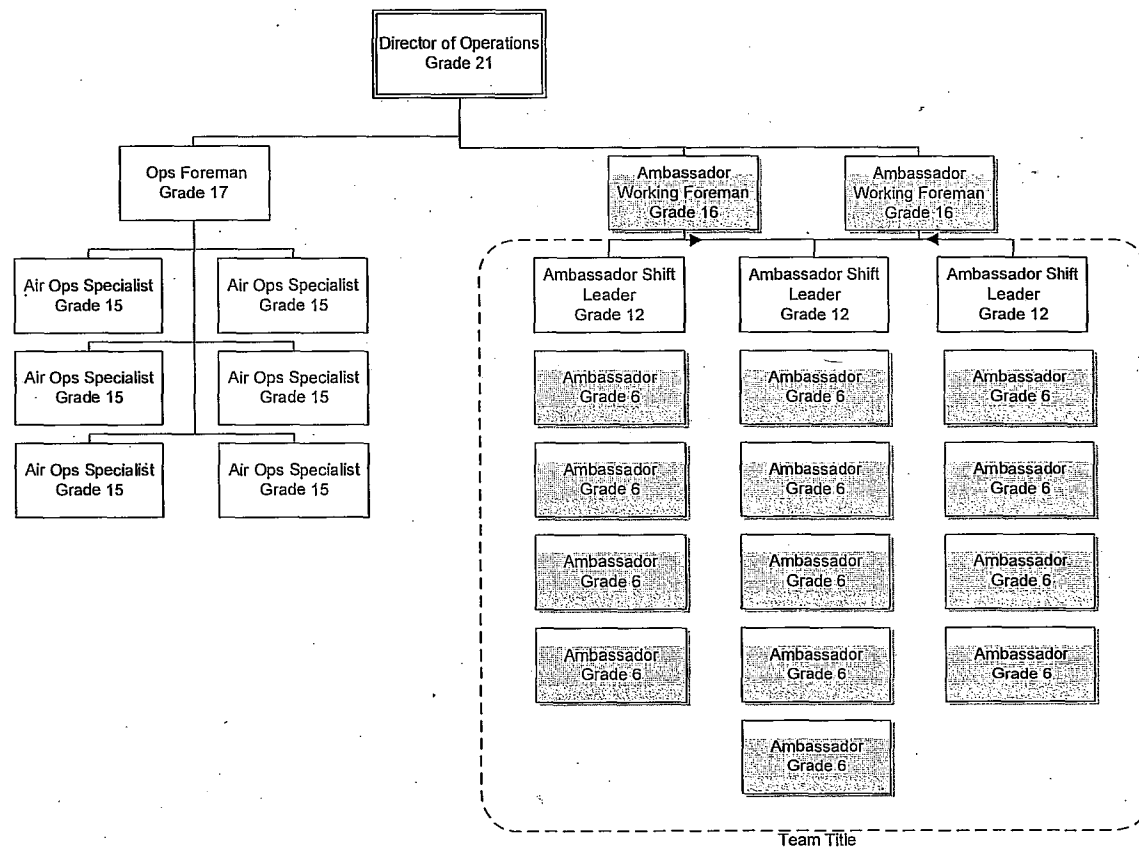
	<u>SALARY</u>	<u>BENEFITS</u>	<u>SALARY</u>	<u>BENEFITS</u>
<b>NET CHANGE TO FY2013 REVISED BUDGET:</b>	(\$87,276)	(\$19,637)	0	0
<b>TOTAL TO BE INCLUDED IN FY2014 BUDGET:</b>	0	0	469,178	184,441





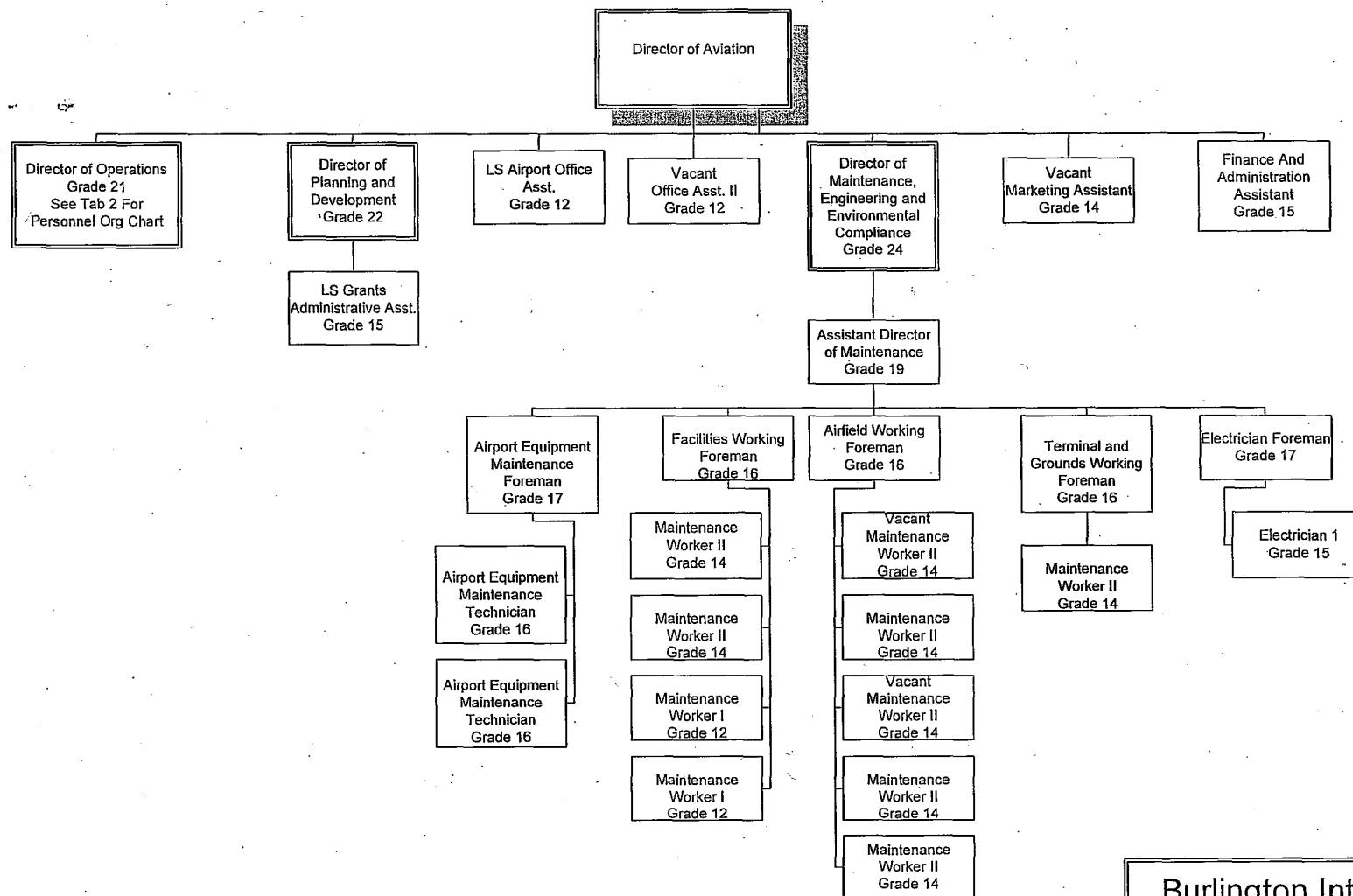
Burlington International Airport  
City of Burlington  
July 2012





Burlington International Airport  
City of Burlington  
July 2012





Burlington International Airport  
City of Burlington  
January 2013

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