



3824 Moberg Dr. NW Suite 101
Bemidji, Minnesota 56601

Assistant Director at the Bemidji Regional Airport (BJI), Bemidji, MN

The Bemidji Regional Airport Authority is seeking applications for an Assistant Director. Duties include but are not limited to: Federal Aviation Regulation (FAR) Part 139 compliance; Federal and State grant management; lease management; environmental compliance; file system management; and other duties related to the day-to-day operational, financial, and administrative requirements of the Bemidji Regional Airport. Extended work hours and travel will be necessary at times.

Minimum Qualifications

- A 4-year degree in Airport Administration, Aviation Administration, Business, Public Administration or related field. Airport-related experience may be considered in lieu of the college education requirement.
- Computer skills (i.e. QuickBooks; Microsoft Word, Excel, PowerPoint; website management)
- Must have and maintain a valid driver's license as well as reliable transportation.
- Must be able to work independently
- Must be able to pass background check and drug test

Preferred Qualifications

- Airport/Aviation knowledge (FAR Part 139; aircraft/airfield routine/emergency operations; runways and taxiways; Notices to Airmen (NOTAMs); Field Conditions (FICONS)
- Two-way Radio experience
- Public speaking skills
- Live within 10 miles of the airport

Salary/Hours/Benefits: \$48,000 - \$52,000 per year (dependent on experience/education level). This full-time position is exempt and 40 hours per week (generally 8:00 a.m. to 4:30 p.m. Monday through Friday) with additional work hours necessary at times. Benefits include: Participation in Public Employee Retirement Association (PERA); insurance allowance; paid Personal Time Off (PTO); paid holidays; and cell phone allowance.

Applications available at the Bemidji Regional Airport Administration Office or call 218-444-2438 and it can be emailed to you. Submit completed application along with resume by 12:00 p.m. on Wednesday, June 20, 2018 to:

Executive Director
Bemidji Regional Airport Authority
3824 Moberg Drive NW Suite 101
Bemidji, MN 56601