

*CITY OF LONG BEACH*  
MANAGEMENT OPPORTUNITY



**AIRPORT ENGINEERING OFFICER**  
**LONG BEACH AIRPORT**

Join Our Team Today!





## City of Long Beach

Long Beach is a full service City providing customary municipal services through departments such as police, fire, public works, development services, library and parks, recreation and marine. In addition to the traditional municipal services, the City also includes enterprise operations. The City owns and operates a leading deep water port, offshore and onshore oil production, a gas utility, a water utility, a commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach was originally incorporated in 1888, and after a period of disincorporation, was reincorporated in 1897. Long Beach is governed as a charter City and operates under the council-manager form of government. The City Council currently includes a Mayor, elected at large, and nine council members, elected by districts for four year terms. The Council appoints the City Manager who manages the daily affairs of the City and oversees the administration of the 13 City Departments. The City has over 5,000 employees and a total budget of \$2 billion (\$374 million in the General Fund).

## THE DEPARTMENT

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The mission of the Long Beach Airport is to provide the highest level of customer service, improve the quality of life in the surrounding community, provide fair and reasonable operating costs to its business partners and run an efficient business model while maintaining the highest level of safety and security.

The Long Beach Airport is a busy, complex and diverse facility with over 300,000 annual aircraft operations. The Airport serves approximately three million passengers annually. Owned and operated by the City of Long Beach, The Long Beach Airport was established in 1923 and is one of the oldest municipal airports in the U.S. Known as the “easy-in, easy-out” airport. Long Beach is a travel-friendly alternative to other Southern California airports, as it offers preferred flight schedules, carriers and overall accessibility. The Long Beach Airport has been named one of Condè Nast’s Ten Best for Business Travel and is continually recognized by the Department of Transportation as a top 5 airport with the lowest fares in the nation.

The Airport Department is led by the Airport Director. The Airport Director is appointed by the City Manager, and is responsible for overall Airport activities. The Director is supported by two Bureau Managers: the Manager of Operations and Facilities and the Manager of Finance and Administration. The Airport Department employs approximately 100 staff, and has an annual operating budget of over \$28 million and an annual capital budget of \$3.5 million.

Additional information on the Long Beach Airport can be found on our website at [www.lgb.org](http://www.lgb.org).

## THE POSITION

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This position reports to the Director of the Long Beach Airport and supervises a staff of seven employees. The Airport Engineering Officer is responsible for providing aviation engineering, design management, planning, and construction management oversight for the Airport. The position requires knowledge of Airport program management; local, state, and federal laws and rules regarding aviation operations, regulations and standards; airport master planning; principles and practices of program development, construction management and administration, and municipal budget preparation and administration.

### **Examples of Duties Include:**

- Provides aviation engineering, design management, planning, and construction management.
- Coordinates and directs, either personally or through subordinate personnel, the activities of consultants, architects, engineers, and contractors engaged in designing and constructing airport facilities.
- Develops and implements the annual airport capital improvement program and coordinates budgetary requirements for annual airport planning, development and construction projects
- Develops Airport Project Delivery System selection processes and RFP/RFQ/Construction bid documents.
- Monitors FAA and TSA requirements regarding construction and funding of CIP projects, and acts as a liaison with related agencies.
- Supervises the preparation of planning and environmental studies for the development and improvement of airport properties and facilities.
- Prepares federal and state grant applications for airport planning and construction projects, including the coordination of administrative and engineering activities

## **THE IDEAL CANDIDATE**

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The ideal candidate will be able to effectively supervise engineering disciplines; participate in the development and administration of division goals, objectives and procedures; prepare and administer program budgets; prioritize multiple, complex projects and programs within specific time frames; provide a high level of customer service to internal and external customers; and represent the Department in engineering matters.

### **Experience**

The ideal candidate will have six or more years of progressively responsible civil engineering experience, including two years of project management, administrative, and/or supervisory experience.

### **Education**

The ideal candidate will possess a Bachelor's Degree in Civil Engineering or a closely related field. In addition, candidates must possess a valid California Certificate of Registration as a Professional Civil Engineer and a valid California Driver License.

### **Professional Attributes**

*The professional attributes that best describe the Airport Engineering Officer include:*

- Strong technical and project management skills with knowledge of the multiple disciplines involved in large, complex capital development projects.
- Ethical with a high level of integrity.
- Embraces ideas and contributions from others.
- Dedicated to quality service.
- Participative and inclusive management style.
- Direct communicator with superior interpersonal skills.
- Exercises good judgment.
- Self motivated.
- Effective negotiator.
- Creative, strategic thinker.
- Results oriented.

**APPLY TODAY FOR THIS CHALLENGING AND EXCITING OPPORTUNITY**  
***Airport Engineering Officer***

## **THE COMPENSATION AND BENEFITS**

There is an established annual salary range for this position, for which the midpoint is \$123,500. Initial salary appointment will be made based on the candidate's experience and background.

**Retirement** – CalPERS 2.0% at 62 (for new CalPERS members), coordinated with Social Security. **Vacation** – 12 days after one year of service; maximum of 20 days after 19 ½ years of service. **Executive Leave** – Five days per year. **Holidays** – Nine designated holidays per year, plus four personal holidays. **Sick Leave** – 12 days per year. **Bereavement Leave** – Three days for death or critical illness of family member plus three days of accrued sick leave. **Health Insurance** – Two options are available for employee and dependents (one HMO and one PPO). **Dental Insurance** – Two plans available for employee and dependents. **Life Insurance** – City paid life insurance policy of \$20,000, plus executive insurance benefit equal to three times annual salary up to a maximum of \$500,000. **Disability Insurance** – City paid short and long term insurance. **Deferred Compensation** – Available through ICMA-RC Financial and Retirement Planning. **Auto Allowance** – up to \$425 per month.

## **THE APPLICATION AND RECRUITMENT SCHEDULE**

The filing deadline for this recruitment is August 30, 2013. To be considered for this opportunity, applicants must submit a current resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Candidates must also complete a supplemental questionnaire and submit a copy of their registration as a State of California Professional Civil Engineer. The supplemental questionnaire may be obtained at [www.lgb.org](http://www.lgb.org) or by request via email at [PW-Personnel@longbeach.gov](mailto:PW-Personnel@longbeach.gov). Application packets must be received by 5:00 p.m. on August 30, 2013, at the following address:

Cynthia Stafford, Personnel Officer  
Public Works Department  
2929 East Willow Street  
Long Beach, CA 90806

Following the final filing deadline, all applications and supplemental questionnaires will be evaluated to determine the most qualified applicants. The most qualified applicants may be preliminarily interviewed. Those individuals determined to be the best suited for the position will be interviewed by a selection panel. The final applicant will be subject to a thorough background and reference check. Candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request to the Personnel Services Division at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your resume or call (562) 570-4686.

**THE LONG BEACH AIRPORT IS AN EQUAL OPPORTUNITY EMPLOYER.**  
**WE VALUE AND ENCOURAGE DIVERSITY IN OUR WORKFORCE.**

## Supplemental Questions – AIRPORT ENGINEERING OFFICER

Please provide no more than two pages per question.

1. Describe a major engineering project that you managed. Include in your answer the size and scope of the project, the number of personnel and disciplines managed and any challenges that you faced and how these challenges were managed.
2. Describe some important decisions or recommendations that you make in your current position and the resulting impact to your organization.
3. Please give an example of how you have implemented change within an organization? What steps did you take and what challenges did you have to overcome?