



## JOB DESCRIPTION

**JOB CLASSIFICATION:** Deputy Executive Director of Strategy

**JOB TITLE:** Deputy Director of Strategy and Development

**REPORTS TO:** Executive Director

**APPROVED BY:**

**DEPARTMENT:** Planning & Development

**EXEMPT:** Yes

**APPROVED DATE:** 12/2025

**REVISED:**

**JOB SUMMARY:** Under the general direction of the Executive Director, the Deputy Executive Director of Strategy and Development perform highly responsible, advanced administrative and professional work involving airport planning, development, environmental compliance, and sustainability and strategic initiatives. This position provides executive-level oversight of planning, design and construction programs, environmental systems, and complex projects across Airport business areas including aviation, operations, property management, and property maintenance.

The Deputy Executive Director serves as an advisor to the Executive Director and as the Airport's lead point of contact for the development, management, and implementation of key airport plans, programs, and regulatory compliance efforts, including the Airport Layout Plan, Airport Master Plan, Capital Improvement Program, sustainability initiatives, and compliance with applicable Federal Aviation Administration (FAA), federal, state, and local requirements. The position exercises direct supervision over assigned professional, technical, and administrative staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties listed below are representative and not intended to be all-inclusive.

- Advise and assist the Executive Director in policy development, strategic planning, and organizational decision-making related to airport development, planning, design, construction, maintenance, and operations.
- Support Executive Director initiatives to optimize airport property development and revenue generation.
- Represent the Airport in internal and external meetings, providing executive-level analysis, recommendations, and direction.
- Provide oversight of airport master planning, airfield and land-use planning, and related technical analyses.
- Coordinate and implement sustainability initiatives and environmental compliance programs consistent with the Airport Master Plan and regulatory requirements.
- Oversee environmental systems and initiatives related to water quality, land quality, and aviation-related environmental impacts.

- Plan, direct, and oversee airport programs, planning efforts, and projects, including capital improvement projects, major maintenance projects, tenant improvements, information technology projects, and grant-funded initiatives.
- Manage projects through all phases, from planning and design through construction and close-out, ensuring completion within approved scope, schedule, and budget.
- Oversee financial planning related to grants and capital programs, including budgeting, forecasting, cost control, and compliance with funding requirements.
- Analyze operational and program performance to identify opportunities for cost reduction, process improvement, and policy enhancement.
- Research and evaluate federal, state, and local funding opportunities; prepare and submit grant applications; and administer awarded grants.
- Ensure compliance with FAA regulations, Advisory Circulars, Orders, and other applicable federal, state, and local laws and regulations.
- Serve as the primary liaison with the FAA Airport District Office (ADO); submit required forms, project documentation, bid results, and construction-related approvals.
- Maintain required records and documentation related to Airport Improvement Program (AIP), Passenger Facility Charges (PFC), Disadvantaged Business Enterprise (DBE), Americans with Disabilities Act (ADA), and environmental compliance programs.
- Manage consultant and contractor services, including issuing work authorizations, coordinating scopes of work, and monitoring performance.
- Direct and oversee procurement and competitive bidding processes; evaluate bids and proposals; and make recommendations in accordance with Airport policies.
- Prepare contracts and amendments; coordinate review with Airport Counsel and Executive Director; and obtain Board approval and final execution.
- Issue Notices to Proceed and Stop Work Orders as required; review and approve payment requests and change orders.
- Prepare staff reports, project briefings, and agenda items for Board consideration and action.
- Facilitate project meetings with department heads, project managers, consultants, and other stakeholders; ensure timely communication and documentation.
- Enhance awareness of the Airport among airlines, travelers, and business partners through coordination of strategic and multi-media initiatives.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, the employee must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately with minimal supervision. Requirements listed below are representative of the knowledge, skill and/or ability required.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree from an accredited college or university, or equivalent combination of education and progressively responsible professional experience.
- Five (5) years of increasingly responsible experience in project management, airport planning, public agency capital programs, or public grants management.
- Five (5) years of supervisory or management experience.

**KNOWLEDGE OF:**

- Principles and practices of airport facility requirements analysis, airspace planning, and Part 77 and TERPS analyses.
- Land use planning, airfield planning, and airport master planning.
- FAA regulations, Advisory Circulars, Orders, and airport compliance requirements.
- Environmental compliance, sustainability programs, and regulatory permitting processes.
- Economic impact analysis and public infrastructure financing.
- Principles of water and land quality management as related to aviation operations.
- Modern office practices and computer applications, including Microsoft Office, AutoCAD, GIS, Adobe Acrobat, and related software.

**ABILITY TO:**

- Analyze complex technical, financial, and regulatory information and develop sound conclusions and recommendations.
- Read, interpret, and apply laws, regulations, technical reports, contracts, and policy documents.
- Plan, organize, prioritize, and manage multiple complex projects simultaneously.
- Communicate clearly and effectively, both orally and in writing, with Board members, executives, employees, consultants, regulatory agencies, and the public.
- Exercise independent judgment and make sound decisions in a fast-paced, high-accountability environment.
- Follow all applicable safety rules and procedures and use equipment and materials safely.
- Maintain confidentiality and demonstrate the highest level of professional integrity.
- Maintain a professional appearance and conduct consistent with MRY values.
- Perform work accurately with minimal supervision.
- Establish and maintain effective working relationships with internal and external stakeholders.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit; frequently required to walk, use hands and fingers for computer and office equipment, reach with hands and arms, and communicate verbally and in writing.
- Occasionally required to stand, stoop, kneel, crouch, and lift or move items weighing up to 50 pounds.
- Frequently required to drive a motor vehicle on and off airport property.
- Vision requirements include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical office environment. The noise level in the work environment is usually low to moderate. Overhead aircraft noise occurs intermittently throughout the day. High exposure to aircraft noise may occur when working near or on the airfield. The employee:

- Primarily office-based with intermittent exposure to airport operational environments.
- Occasional exposure to moving mechanical parts, office machinery, dust, electrical hazards, and aircraft noise.

- Noise levels are generally low to moderate, with higher exposure when working near the airfield.

**SPECIAL REQUIREMENTS:** Prior to employment, applicant must complete and/or provide all of the following:

- Proof of eligibility to legally work in the United States.
  - Successful completion of background investigation.
  - Ability to pass a pre-employment physical examination and drug/substance abuse screening in accordance with Airport policy.
  - Possess a valid California Motor Vehicle Driver's License and be insurable with the Airport's insurance carrier at the standard rate.
- 

### **ACKNOWLEDGMENT & RECEIPT**

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Airport to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

---

Employee Signature

---

Date