



## JOB DESCRIPTION

**Job Title:** President & CEO  
**Department:** Executive  
**Reports To:** Board of Directors

**SUMMARY:** The President & CEO is accountable to the Board for carrying out his duties and possesses a demonstrated track record in interacting with a policy board. Plans, coordinates, directs and is responsible for all activities associated with the operation of the airport and related economic development activities. The President & CEO is an at will employee serving at the will of the Board of Directors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other related duties may be assigned.

- In cooperation with the Board of Directors, government officials, airline representatives and others, plans, coordinates, directs and is responsible for all activities at six airports which includes one Part 139 medium hub and five general aviation airports.
- Oversees a \$51.2 million operating budget, capital improvements totaling several million dollars per year and 200+ employees/contractors at the six airport system.
- Meets regularly with the airlines to attract/maintain air service necessary to meet the needs of the region.
- Conveys and executes the vision for the airport, with the approval of the Board.
- Contributes to airport growth by regularly meeting with various air carriers to attract and maintain air service to the needs of the region.
- Develop short and long-range plans and strategies to improve and/or expand airport facilities, to attract passengers and increase utilization of airport facilities, commercial flights and general aviation services; and to attract and retain tenants in order to maximize airport utilization and development.
- Interact positively, collaboratively, and effectively with elected officials, local business leaders, other department directors, managers, local, state and federal agency representatives, media representatives, passengers and members of the public.
- Manage and develop the InterLink transportation hub, which brings together MBTA commuter trains, daily commuter parking, intercity bus service and rental car operations.
- Oversees the runway expansion process.

### **SUPERVISORY RESPONSIBILITIES:**

- All Vice Presidents and Directors of the corporation report to the President & CEO.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/EXPERIENCE:**

- Minimum of ten (10) years of *senior* management experience, be currently employed as an airport executive, and have at least five (5) years at the number one and/or number two position at a commercial service airport.

- Demonstrated extensive and varied airport administration experience with strong leadership skills having an emphasis on strategic planning, large-scale capital improvement projects, financial management, lease negotiations and community relations.
- Track record in an organization with diverse employees and a background in labor and employee relations. Experience in a unionized work environment is very desirable.
- At a minimum, a Bachelor's degree in Airport Management, Business Administration or related field. An MBA is very desirable as is A.A.E. accreditation.
- Additional substantially equivalent experience could be substituted for the requirements stated herein at the discretion of RIAC.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travel to other airports.
- Walking around airport properties.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Predominately a climate controlled office environment. Some exposure to dust and noise on the airfield.