Assistant Director of Aviation
Baton Rouge, LA
Baton Rouge, Louisiana

Located on the eastern bank of the Mississippi River, Baton Rouge, the capital of Louisiana, is the parish seat of East Baton Rouge Parish, the most populous parish in the state. With a population of approximately 230,000 residents, Baton Rouge is the second largest city in the state. It is also the center of the Greater Baton Rouge area, Louisiana’s second-largest metropolitan area, with a population of approximately 870,000 residents. The city is located on the first set of bluffs north of the Mississippi River. It has a subtropical climate, that is well-suited for outdoor activities. Winters are typically mild, with fall and spring offering cool nights and plenty of sunny days. Summers are warm, and rainfall is moderate to heavy throughout the year.

Baton Rouge is a major industrial, petrochemical, medical, research, motion picture, and growing technology center. The largest industry is petrochemical production and manufacturing. ExxonMobil’s Baton Rouge Refinery complex is the fourth-largest oil refinery in the country and the tenth largest in the world. In addition, the Port of Greater Baton Rouge is the tenth-largest in the country based on tonnage shipped. It is also the farthest upstream Mississippi River port capable of handling some of the world’s largest cargo ships.

Baton Rouge has a thriving health district, home to the Pennington Biomedical Research Center, a world-renowned leader at the forefront of medical discoveries related to obesity, diabetes, cardiovascular disease, cancer, and dementia. Baton Rouge is also a major center of higher education, as the city is home to Louisiana State University (LSU), the state’s flagship university, and Southern University and A&M College (SU), the flagship of the Southern University System, and the largest historically black college or university in Louisiana. In addition to being an industrial, petrochemical, medical, and technology center, Baton Rouge is a tourism and recreation destination, with many architectural points of interest ranging from antebellum to modern. The Old Louisiana State Capitol was built in 1852, in the Gothic Revival Style, and is among the state’s most distinctive architectural landmarks. LSU has more than 250 buildings in the Italian Renaissance style, and downtown has several examples of modern buildings, including the Capitol Park Museum.

Other prominent museums and points of interest include the Louisiana Art & Science Museum, the Baton Rouge African American Museum, the Knock Knock Children’s Museum, the Capitol Park Museum, the USS KIDD Veterans Museum, the LSU Rural Life Museum, and the Baton Rouge Zoo.

Baton Rouge also has a vibrant performing and visual arts scene. Professional performing and visual arts organizations include Theatre Baton Rouge, the Baton Rouge Symphony Orchestra, the Baton Rouge Ballet Theatre, Opera Louisiane, and the Baton Rouge Gallery. Downtown Baton Rouge is also home to several high-profile performing and visual arts venues including the Baton Rouge River Center and the Shaw Center for the Arts, which houses the Manship Theatre, the LSU Museum of Art, and the Glassell Gallery.
City-Parish Government

Baton Rouge and the Parish of East Baton Rouge have been run by a consolidated government since 1947. Under this system, Baton Rouge has the uncommon office of “Mayor-President” which consolidates the executive offices of “Mayor of Baton Rouge” and “President of East Baton Rouge Parish”. The Metropolitan Council is the legislative branch of the City-Parish government consisting of twelve elected council members.

The Director of Aviation is appointed by the Metropolitan Council.

Baton Rouge Metropolitan Airport (BTR)

BTR, also known as Ryan Field, is a public use airport that is located four miles north of the central business district of Baton Rouge, the capital city of Louisiana. It is the second largest airport in the state and Upper Gulf Region by passenger volume. Administered as an Enterprise Fund, BTR generates its own revenues as opposed to receiving local tax funds. The airport is a major economic engine for the Baton Rouge area with a $1.1 billion annual impact supported by 4,500 jobs.

Passenger service is provided by American (Charlotte, Dallas/Fort Worth), Delta (Atlanta), and United (Houston Intercontinental). Through these carriers, passengers can access some of the largest hub airports in the country where connections are available to destinations worldwide. BTR is also home to two FBOs, BTR Jet Center and Signature Flight Support. A third FBO, Williams Jet Center, is scheduled to open later in the year.

The airport covers an area of one thousand eight hundred (1,800) acres of land with three runways, two that are utilized by air carriers and the third for general aviation operations. BTR is also home to some prominent tenants including the Dow Chemical Company’s corporate flight department, Helix Aviation Academy, a first-of-its-kind public charter school located on a public use airport, and the Baton Rouge Coca-Cola Bottling Company, just to name a few.

In 2021 BTR served 562,834 passengers which was a 55% increase over 2020. This year the airport is on pace to serve well over 600,000 passengers. The 2019 total passenger volume was a 10-year high of 821,236. BTR has a total allotment of 80 positions and a current team of 60 experienced airport professionals. The 2023 budget projects $14,413,773 in revenues with total appropriations of $14,413,773.
The Position
Assistant Director of Aviation

Under the direction of the Director of Aviation, the Assistant Director of Aviation leads, directs, and is responsible for the day-to-day management of the Baton Rouge Metropolitan Airport (BTR). Specifically, this position oversees airport operations including the Safety & Operations, Development & Administration, Business, Marketing, and Information Technology divisions, encompassing nearly 70 FTEs, and in the absence of the Director, this position performs the duties of the Director.

Specifically, the Assistant Director of Aviation:
• Through management and general oversight of reporting division managers and associated team members, the position will ensure the safety, security, and efficient operation of the airport, tenants, and their respective operations in accordance with airport rules, regulations, and minimum standards of operation.
• Ensures that the Airport complies with and meets or exceeds all Federal Aviation Regulations (FAR) and Part 139 standards, Transportation Security Regulations (TSR), and TSR 1542 as well as other federal and state regulations through airport staff, law enforcement, tenants, and on-property federal partners.
• Coordinates with the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), and the State of Louisiana Department of Transportation regarding regulatory matters impacting the day-to-day operations of the facilities.
• Participates in the negotiation and implementation of all leases and contracts with Airport tenants.
• Works to enhance business opportunities, air service, and other non-aeronautical revenue opportunities.
• Assists in the development, preparation, and administration of the annual budget.
• Assists in the research and evaluation of airport rates and charges and other costs that impact airport revenues and expenses.
• Through demonstrated practices, the position works to maintain a positive culture and a cooperative and supportive team environment both internally and externally.
• Supports the relationship between BTR and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City-Parish staff.

Professional Attributes

The Assistant Director of Aviation will be expected to embody the attributes of principled leadership: trust, values, ethics, commitment, honesty, involvement, and vision.

Along with the attributes previously identified, the professional characteristics and talent that accurately align with the Assistant Director of Aviation include the following:
• Ethically minded with a high level of integrity and associated behaviors.
• Participative and inclusive management style.
• Strong Emotional Intelligence.
• Autonomous; does not require extensive direction or guidance.
• Collaborative and strategic thinker.
• Displays enthusiasm and optimism toward work, team, and community.
• Expertise in motivating, energizing, and developing staff.
• Consistently exercises sound judgment and remains calm under pressure.
• Flexible and capable of succeeding in a dynamic work environment.
• Have sound collaborative decision-making, judgment, and diplomacy skills.
• Show empathy towards the community and colleagues.
• Have a service mentality, respect for, and sincere desire to help others with diverse backgrounds and experiences.
• Effectively communicate, face-to-face, and in writing, with constituency.
• Work collaboratively with team members to create and support a positive customer service environment.
• Promote and support an environment of professional development and team building.
• Demonstrate, promote, and support a culture of diversity, equity, inclusion, and belonging.
Education & Experience

Graduation from an accredited college or university with a Bachelor’s degree in aviation, business administration, public administration, regional planning, aviation, or related field. Possess at least five to seven (5-7) years of progressive supervisory and management experience with at least three (3) years at a Part 139 commercial service airport.

Special requirements – ability to pass a criminal history records check to attain an airport badge.

Possession of a Master’s degree, industry certifications relative to the position, and a pilot’s license are preferred.

The Position

First-Year Goals

1. Take a lead role in the completion of an organizational analysis, administrative efficiency, and human capital review, and with the implementation of recommended changes.
2. Execute IT infrastructure projects.
3. Play a lead role in the execution of capital projects in various phases of planning, design, and construction.
4. Assist with the implementation of a newly established 5-year strategic plan.
5. Establish and develop relationships with local stakeholders (Board and Council members, Chamber, Visit BR, and City-Parish staff), tenants, and regulatory partners.
6. Become familiar with City-Parish processes and procedures, municipal code, and governance.

Long Term Goals

1. Support a long-term strategy to develop the aviation business park.
2. Assist with a new 20-year master planning process.
3. Lead succession planning for the organization.
4. Assist in the execution of other human capital planning projects.
5. Supervise the selection and implementation of an SMS management system.

Compensation & Benefits

The salary range for this position is up to $106,870 annually, DOQ.

The Baton Rouge Metropolitan Airport has an outstanding benefits package including:

- Health Insurance: Medical & Dental
- City-Parish Employees Retirement System (CPERS) with 9.5% employee contribution
- Deferred Compensation
- Bi-Weekly Vehicle Allowance
- Vacation
- Sick Leave
- 11 Paid Holidays
- Military Leave up to 15 days p/yr with pay
- Civil Leave
- Training/Employee Development Program
- Tuition Reimbursement
- Basic Life Insurance
- Voluntary Insurance Benefits and complete City-Parish benefits can be found by clicking here
- Employee Assistance Program
- Credit Union
- FMLA
- Funeral Leave
Application Process

How to Apply

If you are interested in this opportunity, proceed to ACSFirm.CareerWebsite.com and complete our online application. As part of the application, attach your cover letter, resume and supplemental questions.

***Special Note: Applicants wishing to apply for the position should be aware that due to public records laws in the State of Louisiana, your name could become public should an inquiry be made regarding applicants for the position.

PDF format is required for submission of application materials. All other options will not be accepted.

Supplemental Questions & Instructions

Answer the following questions in no more than two (2) total pages. Please include BTR Supplemental Questions, your name, page number, the question and question number with each response.

Submittals that fail to follow the instructions will not be considered.

1. Detail your experience, with strong leadership and strategic planning in your recent past. What challenges did you experience and what were the outcomes?

2. Share your experience with leading and executing on a variety of human capital management projects to achieve become a high-performing team and organization.

Application Checklist

✓ Have you completed the online application form?
✓ Have you attached your cover letter, resume and supplemental questions?
✓ Did your supplemental questions include all of the information as instructed?
✓ Did your supplemental questions remain at or under the maximum number of pages?
✓ Are your documents attached in PDF format?

APPLICATION DEADLINE

Those with strong interest and are encouraged to call Eric Mercado or Ken Greene prior to submission of application.

Final submission of applications will be Wednesday, November 30, 2022.
The Baton Rouge Metropolitan Airport has enlisted the services of ACS Firm to lead and manage this recruitment process including all communications, inquiries, applications, and evaluations. With this in mind, please direct all communications and inquiries to ACS Firm. Due to open records laws, we cannot guarantee full confidentiality after application submission.

Please direct all inquiries to ACS through:

Eric Mercado (he/him/el)
Eric@ACSFirm.com
424.218.9950

Ken Green (he/him)
Ken@ACSFirm.com
203.610.1446

Communication with the Airport, its agents and/or sister organization(s) by potential applicants or others conducting outreach on an applicant’s behalf is prohibited and will disqualify the applicant from the process.

The Baton Rouge Metropolitan Airport is an equal opportunity employer and comply with all applicable federal, state, and local fair employment practice laws. The organization prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin, ethnicity, sex, sexual orientation, gender, gender identity, age, disability, or any other characteristic protected by law. The policy applies to all terms, conditions, and privileges of employment.

EOE / Protected Veterans/Individuals with Disabilities
EIO / Veteranos Protegidos / Individuos con Discapacidades

ACS Firm is a full-service human capital management agency for the municipal government, aviation, and transportation industries. We lead the industry in diverse executive search, organization and cultural assessments, DEI programs, HR support, and outplacement & career development services. We offer a fresh perspective with innovative and comprehensive solutions to the growing industry needs.

Elevating the Industry