



TROUP COUNTY
GEORGIA

JOB OPENING

Troup County Government

Position: Airport Services Manager	Department: Airport	Salary: \$56,201.60/Yr
---	----------------------------	-------------------------------

Under general supervision and instruction this position is responsible for assisting the Airport Director with the management of the day-to-day operations of the Lagrange - Callaway Airport. In performing daily tasks, the employee applies knowledge of federal, state, and local regulatory and funding processes. This position assists the Airport Director with aircraft operational requirements, real estate management and maintenance practices, basic accounting, contract development and execution, methods of promotion, marketing, and sales of Airport goods and customer services, wholesale buying techniques, safety practices and procedures, and personnel management practices.

Qualifications/Knowledge:

- ⇒ Bachelor's Degree in a course of study related to aviation, airport or business management or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position
- ⇒ Must have current valid driver's license
- ⇒ Must have 3 to 5 years of experience in airport operations to sufficiently understand how to properly direct and coordinate manpower and work assignments within the department
- ⇒ Must have experience in budget management, customer service, safety, and training
- ⇒ Experience with operating aircraft in the airport environment is preferred
- ⇒ Knowledge of airport management operations to include the familiarity of appropriate inspections, files and documents required
- ⇒ Knowledge of aircraft and tanker fueling procedures
- ⇒ Knowledge of relevant laws, county codes, ordinances, and other regulations, policies, and procedures
- ⇒ Knowledge of departmental and safety guidelines
- ⇒ Knowledge of budgetary processes and procedures
- ⇒ Knowledge of the principles and practices of effective public administration and relations
- ⇒ Knowledge of federal and state grant proposals and reimbursements
- ⇒ Skill in the operation of computers and job-related software programs such as Microsoft Office Suite applications
- ⇒ Skill in project management and supervision
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Oversees daily airport operations, including inspections of fuel systems, runways, taxiways, and lighting systems, ensuring compliance with FAA, GDOT, and safety regulations
- ⇒ Monitors and maintains airport facilities, grounds, vehicles, and equipment to ensure functionality, cleanliness, and aesthetic standards
- ⇒ Leads safety compliance and emergency response efforts; investigates and addresses safety violations or incidents incidents and coordinates corrective actions
- ⇒ Prepares and manages operational reports, budgets, and grant proposals; ensures accurate documentation and compliance compliance with federal and state financial requirements
- ⇒ Oversees leases, contracts, and airport files; monitors expenditures and ensures all administrative and maintenance records are properly maintained
- ⇒ Reviews staff reports and applies basic accounting principles to maintain accurate financial and operational data
- ⇒ Supervises, trains, and evaluates airport staff; promotes teamwork, safety, and professional development
- ⇒ Provides quality service to pilots, tenants, and transient guests, including assistance with fueling, parking, hangar rentals, and other customer needs
- ⇒ Serves as liaison between the airport, local governments, aviation organizations, and the community
- ⇒ Promotes aviation education and safety awareness programs within Troup County and surrounding areas
- ⇒ Provides technical consultation and ensures compliance with FAA, state, and local regulations
- ⇒ Manages airport opening and closing procedures and oversees after-hours logistics and terminal operations
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 11032025 Airport Services Manager

Grade 19

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace

11/03/2025