

Are you ready?
Come work for the
City of Fort Worth

IT'S WELL WORTH IT!



Soaring Together

About City of Fort Worth Aviation



The City of Fort Worth Aviation system is home to three world-class airports -- Alliance, Meacham International and Spinks. Both Meacham International and Spinks Airports provide regional aviation services for air charter, corporate, business and recreational flyers. Alliance Airport continues to grow as Amazon opens its new regional hub in 2019. The airports feature full service fuelers, multiple maintenance facilities, flight schools, on site rental car facilities, and hotel facilities only minutes away. The City of Fort Worth Aviation Department is essential to the economic well-being and commerce taking place in the Dallas-Fort Worth Metroplex.

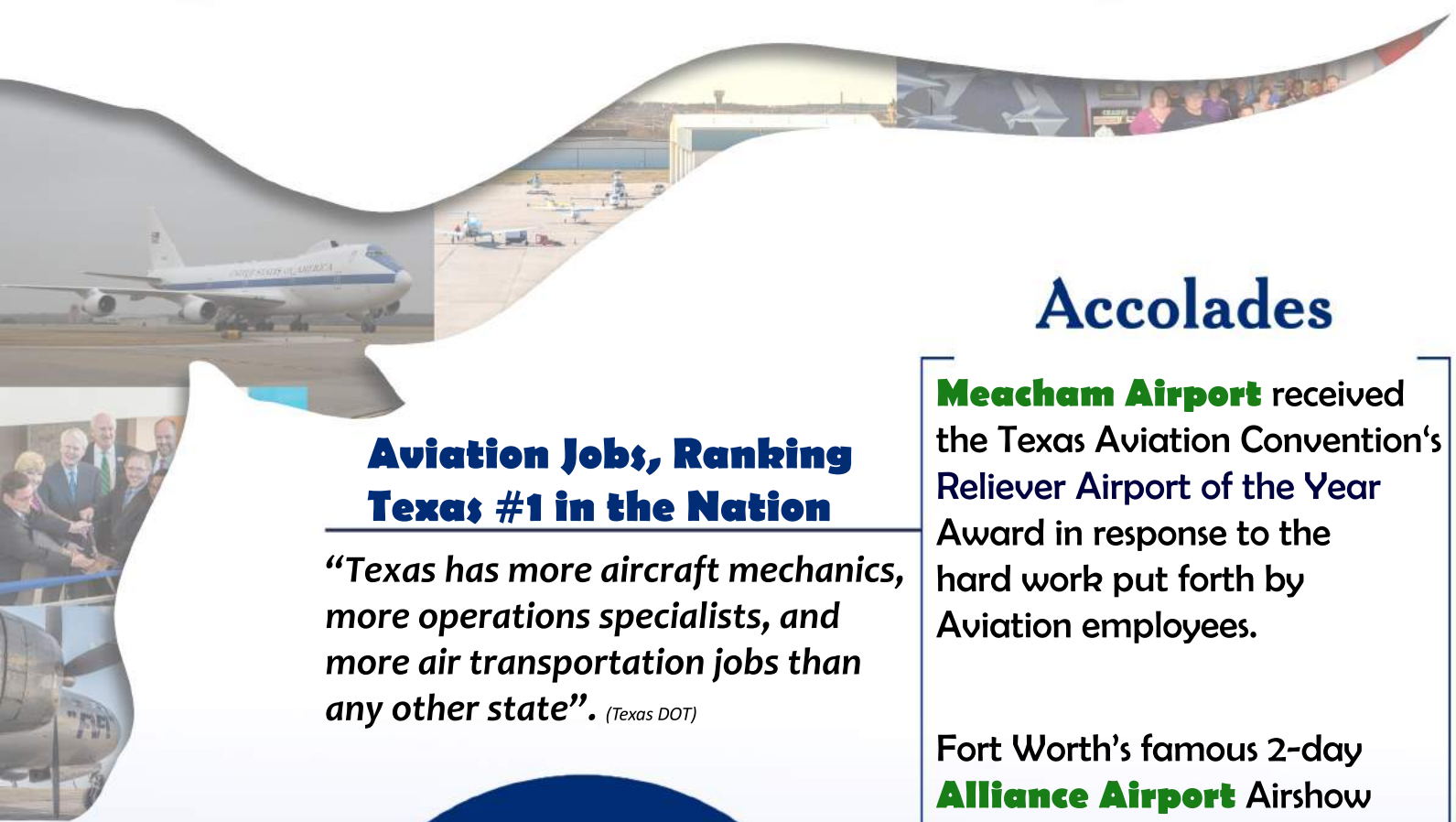
Outstanding Work Environment

Annual surveys completed by City employees have repeatedly ranked Aviation as being among the best City departments to work for. Employees report supportive management, a well balanced personal-work life, and opportunity for growth. Aviation staff enjoy a state of the art fitness center with 24/7 access provided to Aviation Department personnel.





City of Fort Worth - Aviation Department



Aviation Jobs, Ranking Texas #1 in the Nation

“Texas has more aircraft mechanics, more operations specialists, and more air transportation jobs than any other state”. (Texas DOT)

APPLY FOR A BRIGHTER FUTURE

All applicants must apply through the city's website. The application includes a resume, responses to the supplemental questions, and the ability to upload a thorough cover letter that describes the applicant's experience and qualifications, leadership style, and interest in the position.

fortworthtexas.gov/hr/

Accolades

Meacham Airport received the Texas Aviation Convention's Reliever Airport of the Year Award in response to the hard work put forth by Aviation employees.

Fort Worth's famous 2-day **Alliance Airport** Airshow was ranked as the third most popular in the US in 2018.

A 2018 economic impact study shows that **Spinks Airport** has created nearly 400 jobs and has generated over 39 million dollars in goods and services.



FORT WORTH
AVIATION

Airport Finance & Administration Manager

General Summary

Under administrative direction, supervises and monitors the performance of a regular group of employees or department responsible for providing complex analytical and administrative support; oversees and conducts complex analysis research, policy analysis and budget/financial activities; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to higher level management staff.

Minimum Job Requirements

Master's degree from an accredited college or university with major course work in Public Administration, Finance, Business Administration, or related field and two years of experience in the analysis of processes, procedures, operations, systems or methods, including experience in the functional area of assignment such as budget/financial management, research analysis or related experience.

Salary & Benefits

Starting at \$74,609 with an attractive range of benefits including: health insurance, three weeks of paid time off, flex schedule, city pension, and paid continuous education opportunities.

Responsibilities

- Supervise staff, delegate tasks, and ensure compliance with policies
- Prepare, develop, analyze and provide recommendations for organizational structures, work methods and procedures
- Implement new systems, methods and procedures; monitor program progress in meeting goals and objectives
- Analyzes historical data from large and unknown data sets to plot trends
- Coordinate and participate in process re-engineering studies
- Perform research involving broad parameters and non-standard analysis of multiple large, complex data sets
- Administer and execute assigned contracts
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations

Apply online at <http://careers.fortworthtexas.gov>