



## Memorandum

**TO:** Chair and Members of the Personnel and Finance Committee

**FROM:** Kim Jones  
Airport Director

**DATE:** March 6, 2024

**SUBJECT:** Director of Operations & Public Safety Position Vacant for More Than Six Months, Position #970

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. The Director of Operations & Public Safety, position #907, has been vacant based on a retirement in October of 2022. A current employee is filling this position in an acting class role at this time. The retirement occurred during the pandemic when our activity numbers were depressed. That created an opportune time to engage in a review of several airport divisions resulting in minor changes to our organization chart. Based on that review and our increasing activity, we would now like to fill this position.

### **What is the nature of the work or what is the essential function of the position?**

Responsible for assessing, evaluating and coordinating airport operations activities, Airport Rescue & Firefighting (ARFF), safety and security needs to ensure compliance with Federal regulatory agencies.

### **How has this function been fulfilled without this position?**

Current Airport Operations Supervisor has been serving in an Acting Class Role.

### **What will be the impact on the Department's function and mission if the position remains vacant?**

This position works with internal staff, tenants and various divisions to ensure strict compliance with TSA and FAA requirements to maintain airport certification. This includes but is not limited to: FAA manuals/plans, safety, security, badging, all airside operations including runway conditions 24/7 365 days.

Thank you for your consideration of this request.