

HUTCHINSON COUNTY AIRPORT

JOB ANNOUNCEMENT

Position: AIRPORT MANAGER

(Full Time/Salaried, Supervisory Position)

Position Summary:

Responsible for the daily operation of the airport. Responsible for the oversight, recruitment, discipline, evaluation, and training of all employees of the Hutchinson County Airport. Establish and maintain the day-to-day operations of the airport staff with task management practices and goals (daily, weekly, monthly, and yearly). Establish and manage yearly operational department budgets for commissioners' court. Work with and serve on the Airport Advisory Board to review fuel costs, hanger rental fees, and special community events as needed. (I.E. Plane shows, Airport guided tours, etc..). Actively seek regular training for position.

Full Job Description of position available on the Hutchinson County website: www.co.hutchinson.tx.us

Essential Job Requirements:

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| Education: | Must have a High School Diploma or G.E.D
Bachelor of Business Administration/Management preferred.
Must be able to pass background check. |
| Experience: | Extensive General Aviation Background and experience in management |
| Required Skills: | Computer (I.E. Microsoft Office, Data Entry, and Inventory programs)
and general office equipment. Must demonstrate management and
people skills. |
| Preferred Skills: | Proficient with use of internet/email/social media and sales techniques.
Have a valid Texas Driver's License and/or Texas issued ID. |
| Physical Requirements: | Must be able to lift 30 lbs. and climb stepladder a daily basis. |

Additional Requirements:

- Applicant must be 18 years of age or older and a U.S Citizen.
- Applicant must be a resident of Hutchinson County, Texas or willing to relocate to Hutchinson County for employment.
- Applicant must complete National Air Transportation Association Professional Line Service Online Training upon employment.

Hutchinson County Application Employment Forms are available from the Hutchinson County Treasurer's Office, Hutchinson County Courthouse, Stinnett, TX or on the Hutchinson County Website (Under Employment Opportunities Tab). www.co.hutchinson.tx.us Completed applications can be emailed along with resume to kgarcia@hutchinsoncnty.com or amyb@hutchinsoncnty.com Phone (806)-878-4010, Fax (806)878-4029 Closing Date for Application: **JULY 7, 2026 at 5:00PM**