

Jurisdictional Class: Pending Jurisdiction Classification
EEO Category: Administrators
Adopted: 12/19/2024

DIRECTOR OF UNMANNED AIRCRAFT SYSTEMS (UAS) OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This position will provide leadership on assigned projects and acts to achieve financial, schedule, reporting, and client relationship/growth objectives. Provides administrative support in areas of compliance, regulations, and procedures. The role will oversee planning and scheduling, flight operations, proposal management, reporting, and contract deliverables, and comprehensive program budget and forecast management. Designs and executes strategies and plans to meet short-term and long-term goals of the UAS Test Site. The position will report directly to the County Executive. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Formulates and implements policies and procedures concerning operation of the UAS Test Site;
Serves as interface with UAS Test Site customers;
Develops, monitors, and reports on operating costs. Makes recommendations and implements solutions to problems related to same;
Manages comprehensive program budget and controls expenses effectively;
Creates proposals for National Aeronautics and Space Administration (NASA) and/or Federal Aviation Administration (FAA) Task orders and contracts related to UAS or UAS testing services for private entities and other UAS Test Site development activities;
Manages documentation produced at UAS Test Site;
Assists in scheduling and managing all aspects of flight testing and forward operations;
Ensure programs pertaining to UAS flight operations are executed to the highest level of safety and that all personnel maintain professional standards at all times;
Assess and monitor competitiveness of the UAS Test Site;
Represents the UAS test site acting as a liaison between the County and Federal and State agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge with projects in the UAS and Defense industry with a strong financial, schedule, operational, and logistical discipline background; Demonstrated ability to manage programs with government assets is essential; Ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions; Ability to prepare clear comprehensive reports and involved fiscal statements; Initiative and resourcefulness in dealing with budgetary problems; Ability to work well with others and to secure their cooperation; ability to communicate effectively both orally and in writing; excellent time management, organizational skills, and attention to detail; ability to develop effective working relationships; initiative; integrity; good judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Bachelor's Degree in Marketing, Business Administration, Public Relations or a closely related field **AND** one (1) year of experience in Marketing, Advertising, Public Relations, or Economic Development; **OR**
- (B) Possession of Associate's Degree in Marketing, Business Administration, Public Relations or a closely related field **AND** three (3) years of experience Marketing, Advertising, Public Relations, or Economic Development.

NOTE: Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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