

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency TRANSPORTATION CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Office of Aeronautics
4. Civil Service Position Code Description Aviation Manager-4	10. Division
5. Working Title (What the agency calls the position) Airport Planning and Development Section Manager	11. Section Airport Planning and Development
6. Name and Position Code Description of Direct Supervisor SMITH, LINN P; STATE ADMINISTRATIVE MANAGER-2	12. Unit
7. Name and Position Code Description of Second Level Supervisor BUDDS, BRYAN F; SENIOR POLICY EXECUTIVE	13. Work Location (City and Address)/Hours of Work 2700 PORT LANSING RD; LANSING, MI 48906 / M-F 8-PM AWS
14. General Summary of Function/Purpose of Position	
<p>This position functions as a second-line professional manager of professional positions in a complex work area. This position oversees and manages the operations of the Aviation Planning and Development Section, which consists of the following units:</p> <ul style="list-style-type: none"> • Airport Planning and Environmental Unit – Focuses on environmental compliance and airspace protections and long-term airport planning. • Finance and Operations Unit – Manages budgeting, financial analysis, and operational support. 	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Provides oversight, strategic direction, and continuous improvement of Michigan's Airport Capital Improvement and other aviation development programs prior to construction.

Individual tasks related to the duty:

- Responsible for planning, preparation, and implementation of annual airport capital improvements programs.
- Attends Capital improvement project programming meetings, preparation of federal applications including cost estimates and funding breakdown; justification and other related documentation.
- Oversees the environmental review and clearance process for all airports.
- Negotiates funding allocations with the Federal Aviation Administration (FAA).
- Reviews and approves all sponsor agreements for consistency with established requirements.
- Oversees the airspace protection programs.
- Ensures MDOT's compliance with existing state and federal grant requirements and makes recommendations for revisions to existing program rules and authorization legislation.
- Develops budgetary requests to address Michigan Aviation System Plan goals and objectives for consideration by Office and Department leadership.
- Determines grant compliance enforcement to ensure Michigan airports meet minimum obligations.

Duty 2

General Summary:

Percentage: 20

Directs and supports team operations, ensuring alignment with organizational objectives and adherence to policies and standards.

Individual tasks related to the duty:

- Provides direction and oversight of staff activities and practices.
- Delegates work assignments and coordinates the workload of subordinates.
- Holds team members accountable by setting clear expectations, monitoring performance, providing timely feedback, and implementing corrective actions when necessary. This includes establishing performance expectations, completing performance evaluations, and ensuring the effective use of the performance management system.
- Reviews union contracts and Civil Service rules/regulations and consistently reference in decision making to ensure compliance with contracts and rules. Contacts the Office of Human Resources, Labor Relations Section for guidance or questions.
- Approves timesheets timely to ensure all hours worked are recorded properly, any time away from work (e.g., annual leave, school leave, sick leave/time, lost time, union leave, Family Medical Leave Act, etc.) was recorded properly, and ensures timesheet compliance with Civil Service rules/regulations, collective bargaining agreements, and MDOT policies/procedures.
- Handles employee relations including the filling of vacant positions, recommending reclassifications/job changes, coordinating and conducting staff meetings, and labor relations activities. Ensures compliance with equal employment opportunities (EEO).
- Mentors staff and facilitates knowledge management. Proactively works with staff to understand their professional goals and to identify professional development opportunities to help them achieve those goals.
- Reviews and ensures staff compliance with certifications/licenses of subordinate positions.

Duty 3

General Summary:

Percentage: 10

Consults with and provides guidance to officials of local units of government for all publicly licensed airports in the state, and their staff and consultants working on airport projects.

Individual tasks related to the duty:

- Meets/consults/advises officials and/or consultants of funding aspects of a project; develops special contracts as necessary.
- Provides guidance to airport sponsors/owners on airport improvement projects completed locally.
- Advises airport executives and MDOT staff on methods to improve airfield safety via MDOT's existing capital development programs.

Duty 4

<p>General Summary: Percentage: 10</p> <p>Responsible for developing and maintaining a five-year statewide airport development plan for both traditional and advanced aerial mobility related aviation systems.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Develops the five-year plan for capital airport projects that is used by the Michigan Aeronautics Commission, Office of Aeronautics, Department of Transportation, FAA, airports statewide, and the legislature in planning and accomplishing preliminary work items for the projects. Monitors calls for projects issued annually. • Ensures individual airport planning and project development meets the Department's five year development plans and the Michigan Aviation System Plan.
<p>Duty 5</p> <p>General Summary: Percentage: 10</p> <p>Provides strategic oversight and leadership for the office's finance functions.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Ensures effective budget planning, execution, and monitoring. • Oversees office grants, contracts, and agreements. • Provides guidance on contracting, procurement, and purchasing in coordination with the Bureau of Finance and Administration.
<p>Duty 6</p> <p>General Summary: Percentage: 5</p> <p>Other duties as assigned.</p> <p>Individual tasks related to the duty:</p> <ul style="list-style-type: none"> • Presents at and participates in conferences, public hearings, State Transportation Commission, and Michigan Aeronautics Commission Meetings. • Prepares and provides quarterly and annual reports for a variety of federal and state programs, ensuring accuracy, compliance, and timely submission. • Ensures staff development and verifies employee performance and accountability.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Work assignments, interpretation of federal and state statutory guidelines; funding allocations; developing priority funding guidelines; developing administrative guidelines; assigning deadlines to urgent projects; wherever possible, identify, recommend, and implement improvements in the area.

17. Describe the types of decisions that require the supervisor's review.

Decisions that require a re-evaluation of a department goal, strategic direction, or commission policy, run contrary to stated objectives, or deviate from the department's Strategic Plan. Decisions that could put the department at risk of losing state or federal funding. Politically sensitive issues. Major changes in Section direction and processes.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Operating computer on a daily basis; Remaining in a stationary position at computer for extended periods of time; travel by state aircraft; driving to meetings in various locations in the state. Position may require availability outside normal working hours based on operational needs.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
WISE, LAURA	DEPARTMENTAL MANAGER-3 14	HOUTTEMAN, STEPHEN	AVIATION MANAGER-3 14

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

This position functions as a second-line professional manager of professional positions in a complex work area. This position oversees and manages the operations of the Aviation Planning and Development Section, which consists of the following units:

- Airport Planning and Environmental Unit – Focuses on environmental compliance and airspace protections and long-term airport planning.
- Finance and Operations Unit – Manages budgeting, financial analysis, and operational support.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The function of the section is to administer airport development programs and develop, implement, and manage necessary procedures to ensure adherence to federal and/or state rules/regulations and guideline requirements. The position functions as the section manager responsible for all state airport development programs and provides general guidance to all licensed public use airports in the state. Develops procedures and criteria for programs and plans and manages the operational and supervision of section staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Aviation Manager 15

Five years of professional experience as an aviation specialist, airplane pilot, air traffic controller, certified flight instructor, airport manager, aviation consultant, or professional experience equivalent to aviation safety, training, education, inspection or airport planning; three years of professional experience equivalent to an Aviation Specialist 12; two years equivalent to an Aviation Manager 13; or, one year equivalent to an Aviation Manager 14 or supervising aviation specialists, airplane pilots, air traffic controllers, certified flight instructors, aviation consultants, or equivalent professional supervisory experience in aviation safety, training, education, inspection or airport planning.

Alternate Education and Experience

Aviation Manager 13 - 15

Four years of full-time experience as a certified flight instructor, airport manager, aviation consultant, airplane pilot, or air traffic controller; or, experience equivalent to aviation safety, training, education and inspection, or airport planning may be substituted for the education (bachelor's degree) requirement. This is in addition to the experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret FAA Regulations and notice of funding opportunities. Must be technically capable of learning and understanding federal and state programming and design criteria, and state statutory requirements. Ability to organize and set priorities for work assignments, ability to communicate effectively; ability to maintain favorable public relations; ability to maintain records, prepare reports, and compose correspondence; knowledge of supervisory techniques, knowledge and skill in the use of computers.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid driver's license is preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

LOGAN BRISTOL

3/13/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date