

AVIATION NAVIGATIONAL AIDS SECTION MANAGER

V59520

DESCRIPTION OF OCCUPATIONAL WORK

Under general supervision, administratively manages the Navigational Aids Section of the Nebraska Division of Aeronautics. This section is responsible for installation, maintenance, and inspection of 45 navigational facilities and weather reporting systems across Nebraska which are used for flight operations 24/7 and during marginal weather. Coordinates with and between the division staff, agency management and government agencies on a city, county, state and federal level. This position has limited technical knowledge of the navigational aids equipment. Performs other work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans and directs the day-to-day section operations including personnel, fiscal, purchasing, data processing/storage and communications to ensure effective and efficient operations.

Develops policy recommendations which are given considerable weight by the division director.

Confers with section staff on the development of internal procedures and controls regarding the activities of the navigational aids division.

Supervises section staff which includes hiring, training, assigning work, setting performance goals/standards, performance evaluation, discipline, discharge, etc.

Develops and manages section budget.

Compiles, writes, edits and reviews reports and technical papers. Gathers and reviews all station logs and meter reading sheets prior to submission to the FAA.

Prepares contractual agreements for airport equipment lease which requires division director signature; prepares and maintains contractual agreement files, updating as changes necessitate.

Manages the FCC licensing for all facilities within the state. Prepares and submits applications for new facilities to the FAA and timely renewal of existing FCC licenses.

Manages all purchasing; develops and maintains a current inventory on all fixed and expendable assets.

Monitors/verifies all NOTAMs issued at airports across Nebraska; maintains data base of all NOTAM information; prints and distributes reports to designated technician prior to departure for an assignment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: office management practices; supervisory techniques; aviation industry; aviation licensing regulations; general aviation terminology, equipment, procedures and requirements; FAA and FCC standards; agency regulations, policies and procedures.

Ability to: communicate effectively; supervise, direct and lead others; multi-task; establish effective working relationships with all contacts; analyze/evaluate/interpret data; prepare clear and concise reports; identify problems and develop solutions; develop and implement policies/procedures/standards; interpret and apply state and federal laws and standards, labor contracts, rules/regulations, etc., manage financial/material/personnel resources; exercise judgment and discretion; make decisions; present information to others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Three years post high school education or experience in a related field. Any equivalent combination of education and experience will be considered.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Defensive Driving Certification required upon hire.

Possession of a General Radiotelephone Operator License issued by the Federal Communications Commission is required within 12 months upon hire.

Established: 06/10

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Established on 06/2010	Moved to new format	10/2025
Title	Removed Division and added Section	10/2025
Description of Occupational Work	Revised Description	10/2025
Examples of Work	Removed and added language	10/2025
Minimum Qualifications	Removed and added language	10/2025
Special Notes	Removed and added language	10/2025