



The New Orleans Aviation Board invites applications for  
Deputy Director of Aviation - Finance and Administration

Louis Armstrong New Orleans International Airport (MSY)  
New Orleans, LA

*EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH*





## The Airport

Louis Armstrong New Orleans International Airport (MSY) is the gateway to one of the most exciting cities in the world – New Orleans, legendary for its history, food and good times. MSY provides a passenger-friendly environment that welcomes millions of travelers each year from around the world. Our goal is to provide safe, modern facilities to meet the demands of our customers.

### New Orleans Aviation Board

The Louis Armstrong New Orleans International Airport is governed by the New Orleans Aviation Board (NOAB), which was created in 1943 to oversee the administration, operation, and maintenance of the new airport. The Board represents the City in all aviation matters in consultation with state, national, and international government agencies. It is an unattached board under the executive branch of the New Orleans City Government.

All members of the Board are appointed by the Mayor of New Orleans with the approval of the City Council. The terms are for five years, and they serve without compensation. The Chairman and Vice-Chairman are elected annually by the other Board members.

Additional information about MSY can be found at [FlyMSY.com](http://FlyMSY.com).



**Louis Armstrong New Orleans International Airport**



## The Community

New Orleans is one of the country's most unique cities. With a decidedly European flair and flavor, visitors and residents alike will enjoy the incredible food, music and lifestyle that this city offers.

### Architecture and Culture

New Orleans, with its richly mottled old buildings, its sly, sophisticated - sometimes almost disreputable - air, and its Hispanic-Gallic traditions, has more the flavor of an old European capital than an American city. Townhouses in the French Quarter, with their courtyards and carriageways, are thought by some scholars to be related on a small scale to certain Parisian "hotels" - princely urban residences of the 17th and 18th centuries.

Visitors particularly remember the decorative cast-iron balconies that cover many of these townhouses like ornamental filigree cages. European influence is also seen in the city's famous above-ground cemeteries. The practice of interring people in large, richly adorned aboveground tombs dates from the period when New Orleans was under Spanish rule. These hugely popular "cities of the dead" have been and continue to be an item of great interest to visitors. Mark Twain, noting that New Orleanians did not have conventional below-ground burials, quipped that "few of the living complain and none of the others."

One of the truly amazing aspects of New Orleans architecture is the sheer number of historic homes and buildings per square mile. Orleanians never seem to replace anything. Consider this: Uptown, the City's largest historic district, has almost 11,000 buildings, 82 percent of which were built before 1935 - truly a "time warp."

### Food and Dining

In New Orleans, at breakfast we discuss lunch and at lunch we discuss what's for dinner. We are a city that loves to eat and appreciates food. From fine dining to \$7 po-boys, our food is both unique and affordable. Check out a few of our restaurants, where you will often times find world-renowned chefs cooking in the kitchen. Our city is home to internationally recognized culinary heroes, who are encouraged by locals and visitors alike to experiment in the kitchen and serve up some of the world's most unique and creative dishes that are always seasoned to perfection. Visit [www.neworleans.com](http://www.neworleans.com) for more information.







## The Community *(continued)*

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### **Cultural Events**

New Orleans is known for its festival calendar, filled with celebrations of food, music and the city's unique culture. Beginning with Mardi Gras and ending with Christmas New Orleans Style, our calendar year has a festival for everyone. And in a city that loves to party, many of our festivals and cultural celebrations are seeing record-breaking attendance levels.

### **Attractions and Museums**

New Orleans is home to attractions and museums that speak to the city's unique culture as well as general attractions sure to please any visitor. Examples include: riverboat cruises, tours, Café Du Monde, African American Museum, Louisiana State Museums, The New Orleans Historic Collection, Ogden Museum of Southern Art, Audubon Zoo, Harrah's Casino and its entertainment-filled Fulton Street Promenade, New Orleans Museum of Art, Bestoff Sculpture Garden, City Park, the Botanical Gardens, Fair Grounds Race Course and Slots, Contemporary Arts Center, Louisiana Children's Museum, Louisiana Philharmonic Orchestra, the New Orleans Ballet, Audubon Insectarium, The Southern Food and Beverage Museum, Museum of the American Cocktail, The Audubon Aquarium of the Americas, Blane Kern's Mardi Gras World and the National WWII Museum.

### **Sports**

New Orleans' line-up of sporting events and sports venues are sure to live up to every fan's expectations. The city is home to several sports teams showcasing premier events in football, basketball, and soccer including the Saints, Pelicans, and the Jesters. The state of Louisiana, known as the "Sportsman's Paradise," is also renowned for its fishing and hunting hot spots. *Laissez les bons temps rouler... Let the good times roll!!!*  
*Community description courtesy of New Orleans & Co.*





# The Position

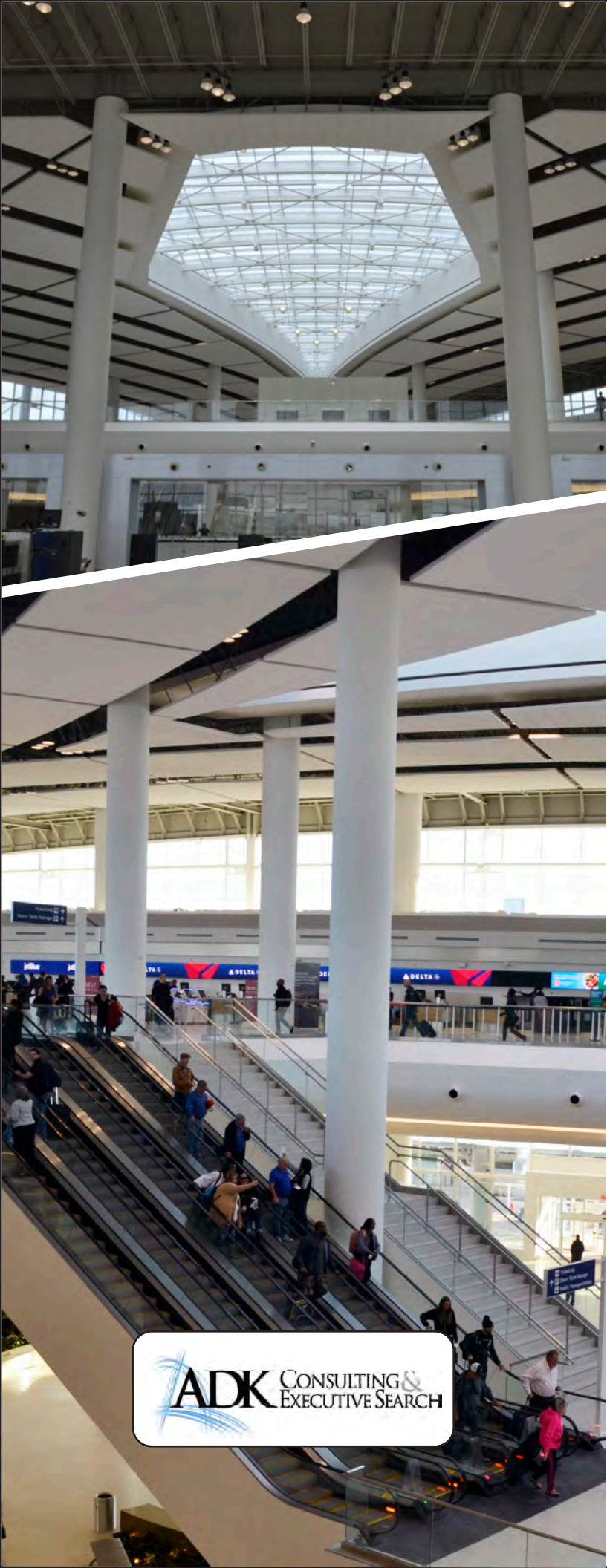
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The Deputy Director of Aviation - Finance and Administration is responsible for planning, organizing and directing the Aviation Board's financial and business management activities including budgeting, accounting, financial reporting, payroll, asset control, debt issuance, debt management, and airline rate analysis and calculation. Additionally, this position directs Purchasing, Accounting, IT, Concessions and Human Resources staff. The Deputy Director is responsible for:

- Maintaining all financial records for the Board and preparing fiscal and administrative reports on the Airport's status.
- Directing the preparation of financial data and reports needed in tenant contract and lease negotiations and participating in those negotiations as needed.
- Monitoring outstanding debt, establishing guidelines for debt issuance.
- Supervising the Airport's cash management including invoicing, collections, cash needs projections and preparation and evaluation of cash flow analysis.
- Managing the Airport's information technology systems, as well as supervising its human resource functions including hiring, payroll and benefits programs.
- Working with outside agencies, including city, state and federal agencies to ensure compliance with governmental guidelines and requirements.
- Managing contract administration activities including Requests for Proposals/Qualifications, ensuring compliance with established processes, as well as local, state and federal laws.
- Managing the development and implementation of the department's policies and procedures as well as development of fee schedules for aviation services in compliance with federal, state and city rules and regulations.







## Preferred Education and Experience

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- 4-year degree in Business or Public Administration, Accounting or a related field.
- Master's degree in a relevant field.
- 5 years' progressively responsible experience in airport management.
- 5 years' direct supervisory experience.
- Strong understanding of aviation industry standards and protocols.
- Thorough knowledge of the principles of organization management, public and governmental accounting practices and controls, municipal bonding, cash flow and budgeting.
- An equivalent combination of related experience and education will be considered.
- Demonstrated ability to interact effectively with all levels of staff, as well as Local, State and Federal government representatives.
- Ability to pass a criminal background check as required by the Transportation Security Administration.

For full job description, [click here](#).

## Salary and Benefits

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Salary range for this position is \$145,205 - \$177,134 and is accompanied by a generous benefits package. Relocation assistance is available.

## How To Apply

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To apply online, [click here](#).

### Deadline for applications: Open Until Filled

Contacts for this search are:

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**Please note:** After your application is complete, you will receive an important email from us. Please check your inbox and your junk/spam folder, and if you have not received our email, please notify us at: [admin@adkexecutivsearch.com](mailto:admin@adkexecutivsearch.com).

The New Orleans Aviation Board is an equal opportunity employer.