

The Metropolitan Knoxville Airport Authority

JOB ANNOUNCEMENT

The Metropolitan Knoxville Airport Authority, 2055 Alcoa Hwy. Alcoa, TN 37701

Job # 20210008

05022021

PARKING & GROUND TRANSPORTATION ADMINISTRATOR

Hiring Range: \$ 44,687 - \$53,624

Applicants must submit ALL of the following in order to be considered:

Official Metropolitan Knoxville Airport Authority Application or resume (Applicants submitting resumes must submit a completed signed copy of the Metropolitan Knoxville Airport Authority application prior to being interviewed.)

Applications Deadline: Friday, May 21, 2021. Applications must be received by the stated deadline or postmarked by the deadline date to be considered. For emailed applications please send to apps-resumes@tys.org or apply through our website at www.flyknoxville.com/careers .

RESPONSIBILITIES

Responsible for the overall direction of activities related to parking and ground transportation of the MKAA. Manage contractual compliance for ground transportation providers, including taxicabs, transportation network companies (TNCs), charter, and shuttle vehicles. Provide administrative and technical support to enhance parking and ground transportation operations. Position requires the use of discretion and judgment to interpret and apply MKAA, Federal Aviation Administration and other rules, policies and regulations.

Candidates should have strong customer service, communication (written and oral), and problem-solving skills. Must be able to work and collaborate in a team environment. Analytical ability is needed to collect and evaluate parking data for decision-making, using computer technology (HUB parking system). Proficiency with spreadsheet and reporting tools (Excel) is desired. Performs other activities as may be requested or required.

MINIMUM REQUIREMENTS

Prefer Bachelor's in business administration, aviation management or related field plus three to five years' experience in airport ground transportation/parking or related fields; or an equivalent combination of training, education and experience that provides the knowledge, skills and ability to perform the duties of this position.

SELECTION PROCESS

Applications (and additional documents, if applicable) will be reviewed to identify applicants whose qualifications most closely meet the needs of the Metropolitan Knoxville Airport Authority. Employment process includes a background check and drug testing.

A detailed job description is available for review upon request at www.flyknoxville.com/careers .

Please apply through the website, email to apps-resumes@tys.org, or mail to P.O. Box 15600
Knoxville, TN 37901 Attention: HR.

The Metropolitan Knoxville Airport Authority conducts random employee drug screening.

**The Metropolitan Knoxville Airport Authority is an
Equal Employment Opportunity Employer**

NO PHONE CALLS PLEASE