



wemoveyou  
Reno-Tahoe Airport Authority



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## [Airport Duty Manager](#)

**Open/Competitive Recruitment**

**Application Deadline: May 25, 2026**

### **Airport Duty Manager**

**Reno-Tahoe Airport Authority (RTAA)**

**Reno, NV**

**Airport Operations • Aviation Operations • FOD Control • FAA Part 139 • TSA Part 1542**

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#### **Job Summary**

The Reno-Tahoe Airport Authority is looking for a seasoned and experienced operations professional to join our team of **Airport Duty Managers (ADM's)**. The key words in that sentence are "*seasoned,*" and "*experienced.*"

**There is one (1) position open. Both internal and external applicants will be considered. Applicants must be available to work all shifts (day, swing, and graveyard) 7 days a week - including holidays. This role requires working rotating shifts in a 24x7x365 operation including nights, weekends, and holidays.**

**A fully completed online RTAA Employment Application must be received by 11:59 p.m., Monday, May 25th, 2026.** Our **Airport Duty Managers** play a critical role in overseeing the day-to-day operations of the airport, including airside, landside, and terminal activities. The ADM's are responsible for maintaining full situational awareness around all facets of airport operations to ensure safe, efficient, and secure operations. Outside of regular business hours or during times when Executive Management is not present or available, the ADM's are delegated the responsibility to act with the highest level of authority and are considered the overall airport decision-making authority. This role requires individuals to possess excellent leadership skills, advanced critical thinking and strategic thinking skills, independent and effective decision-making capabilities, timely and effective communication, and the ability to prioritize when there are competing urgent and non-urgent priorities.

Other primary responsibilities include managing the airport's emergency response to critical incidents and irregular operations, regulatory compliance, review of construction design plans, oversight of all airfield construction activities ensuring safety and compliance, being a proactive member of the airports Safety Management System, and collateral duties as assigned. This means that you have comprehensive experience and recent success in the development and oversight of programs such as wildlife hazard management, gate management systems, Safety Management Systems (SMS), training programs, snow and ice control programs, airfield construction, drone programs, etc.

**Successful candidates must be able to demonstrate/discuss FAA regulations, including Part 139, as well as operational tools such as the Airport Certification Manual, the Airport Emergency Plan, the Airport Security Plan, TSA Part 1542, and other applicable regulations, directives, rules, polices or procedures.**

#### **Responsibilities of This Position Include:**

- Maintain constant awareness of changing conditions and activities affecting airport operations, analyze the impact, and implement appropriate response protocols.
- Oversee all shift activities and functions of the airfield, airside, terminal, and landside to ensure work is performed in a consistent manner with airport policies, procedures, and regulations, in accordance with airport standards to ensure the safety and security of all passengers, tenants, and employees.
- Implement emergency management processes and assume/support incident command as necessary to ensure effective management of all incidents or accidents.
- Coordinate the airport's response to critical incidents, irregular operations and emergencies to ensure appropriate resources are allocated and provide resolution to issues.

- Review and maintain records, operational logs, and prepare reports and correspondence during tour of duty.
- Perform functions essential for the mitigation of wildlife hazards, which can include the use of firearms to support dispersal and/or lethal dispatch of hazardous wildlife in accordance with Federal and State regulations and Depredation Permits.
- Review of construction project design plans for compliance with 14 CFR 139 and related Advisory Circular design and safety standards. Monitor airfield construction sites and maintenance activities for 139 compliance, safety of aircraft operations, and possible impacts on airfield operations.
- Issue appropriate communications to stake holders (e.g., NOTAMs, Tenant Bulletins, Advance Notices).
- Monitor and approve the use of common-use assets including gates, hard stands, ticket counters, jet bridges, and baggage carousels to ensure critical equipment is available during normal operations, irregular operations, and emergencies.
- Oversee and enforce RNO Gate Rules and Procedures to govern the scheduling of Airline use of all gates and stands, administer SITA AMS gate management system to ensure correct information is recorded for billing purposes.

**Entry Salary: \$92,600 – \$113,900 per year**, with opportunity for additional merit-based increases to a range maximum of \$135,200. Initial salary placement will be based upon experience and qualifications.

**Benefits:** The RTAA offers a competitive wage and benefit package and provides a high-quality work-life balance. Employee benefits include *100% employer paid contributions to the Nevada PERS retirement program; 100% employer paid health insurance for the employee; paid vacation and sick leave; and 14 paid holidays per year - just to name a few!*

**Minium Requirements:**

**Required Education / Experience**

- Bachelor’s degree from an accredited college or university in aviation management, public administration or a closely related field. An equivalent combination of directly related airport safety, security, and operations experience and training may be substituted for the degree on a year for year basis (e.g., one-year full-time experience will be considered equivalent to thirty (30) semester or (45) quarter units of college course work).
- Four (4) years of full-time, increasingly responsible experience in an aviation environment (e.g., airport, airbase, commercial aviation, and/or fixed base operations).
- Direct Experience with FAR Part 139 and TSR 1542 is preferred.

**Required Licensing and/or Certifications**

- AAAE Airport Certified Employee (ACE)/Airport Operations or Certified Member (CM) designation prior to applying for position or ACI equivalent is strongly preferred.
- A valid driver’s license is required at the time of application, and the incumbent must maintain a valid driver's license thereafter, as a condition of continuing employment.
- The ability to obtain and maintain eligibility to hold a Security Identification Display Area (SIDA) badge.
- Successfully obtain an Airport Security Coordinator certification within the first year of employment, and maintain such certifications thereafter, as a condition of continuing employment.
- Successfully complete RTAA airfield driver training programs for both Movement and Non-Movement Areas within the first thirty (30) days of employment and maintain such training thereafter.
- Successfully complete Incident Command System (ICS) 100/200/300/700 and 800 within the first year of employment. Direct experience is preferred.
- Successfully complete advanced AAAE Snow Academy within first 12 months of employment.

*Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.*

**How To Apply**

Applications for RTAA jobs are only accepted through an online process. Please read the following carefully! We want you to be successful, and there are certain things that you need to know.

**Tips for Success:**

- Make sure you clearly state how you meet the minimum qualifications listed on the job announcement through your detailed resume or manually entered Work History.
- Please provide at least five years of employment history.
- If you had more than one position with the same employer, list each position separately along with the timeframe or dates you were in each position.
- Explain any gaps of employment of 6 months or more in the work history section. To do this, just add a 'New Position' and write 'Unemployed' for the Company and what was occurring under the "Title" (e.g., unemployed, student, etc.), and list dates. Please note, a statement in the "Summary" section is not sufficient to address gaps in employment.

**Selection Process: Once applications have been reviewed, only those whose experience and qualifications most closely align with the needs of the position will be invited to an interview.**

**Pre-Employment Requirements:** The RTAA requires each candidate to successfully complete employment history verification prior to being considered for employment.

**All employment offers are subject to successful completion/passing of a drug-screening test, a fingerprint criminal history records check, and a security badging test.**

*The RTAA is an organization that **thrives** by living our core values and by honoring the dignity of all individuals. With teamwork, respect, versatility and a focus on excellence, we serve our employees and our community with pride and passion. We are a drug-free workplace, and an equal opportunity employer committed to providing a healthy work environment.*