

Flight Operations Coordinator

Hiring Range: \$33,598-\$55,000

Position #00016

Application Deadline: June 10, 2022

Job Description:

The Virginia Department of Aviation Flight Operations and Safety division is seeking a Flight Operations Coordinator. The Flight Operations and Safety Division is responsible for operating, maintaining and scheduling state-owned aircraft to provide safe, secure, efficient and economical on-demand flight services for the Governor, Economic Development Partnership and state agencies to destinations throughout the Commonwealth and the United States. We own and operate two King Air 350s, a Cessna 206 and a Cessna 182.

The position requires excellent interpersonal and organizational skills. The Flight Ops Coordinator manages the scheduling of the aircraft. The position analyzes flight requests for feasibility based on aircraft performance data, FAA rules & regulations, AIM, and Department Flight Operations Manual; tracks flight requests and verifies required authorization; schedules pilots in Captain & First Officer positions on department aircraft; interfaces with the Maintenance Manager on scheduling matters; performs comparative cost analysis and charters aircraft when needed; secures data from Flight Logs to produce agency billing, the processing of invoices and related reports; assists the Director of Flight Operations and Safety in conducting preliminary investigations and research for studies & reports relative to the flight operations; and other duties as assigned.

Qualifications:

Minimum: high school graduate or equivalent; proficiency with computers; the ability to communicate effectively; organizational skills suitable for a dynamic work environment; excellent customer service skills.

Preferred: Experience with flight department scheduling, experience with Seagil BART system software, experience with flight planning software, billing experience, data management experience.

Note: This position is classified as a sensitive position and may require a fingerprint-based criminal history check. To apply for this position, please go to: <https://virginiajobs.peopleadmin.com/postings/search>. Failure to complete any section of the application or provide a detailed resume may disqualify the candidate for further consideration. Applications should include pertinent work history, experience and educational information. Candidates submitting cover letters, resumes, etc., must submit these attachments with their applications. These documents cannot be accepted separately.

Selected candidate(s) will need to complete the I-9 Form. DOAV participates in E-Verify.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disability Act. Contact 804-774-4632 for assistance. Minorities, individuals with disabilities, Veterans, and people with National Service experience are encouraged to apply. EEO/AA/TT

State employees affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date

for this position. The card can be scanned and submitted with the electronic application or faxed separately to (804) 236-3635. Please include your name and the position number on the fax cover sheet. Members of the AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY. Equal Opportunity Employer

The Department of Aviation is dedicated to recruiting, supporting, and maintaining a competent and diverse work force.

**Virginia Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250**