

AIRPORT OPERATIONS SPECIALISTS

Just graduated and looking for that rare opportunity to get your foot in the door to begin an exciting career in aviation? Or perhaps you are seeking to build upon the couple of years' experience you already have in Airport Management/Operations and take the next step in your career. If that's the case, then CIRAA is the place for you!

The Central Illinois Regional Airport Authority is seeking motivated applicants for the position of Airport Operations Specialist I or II.

Airport Operations Specialist I: is an entry and trainee level of the Airport Operations Specialist series which is ideal for someone starting an Airport Management career.

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Airport Operations Specialist II: is a fully experienced Airport Specialist and/or related Airport Operations position within a Part 139 airport. Minimum of 2 years of prior experience as an Airport Operations Specialist, or related position, is required.

Both Airport Operations Specialist levels are designed to prepare for future airport managers due to ample training experiences and responsibilities with managing and operating a Commercial Service Airport.

Responsibilities and training experiences include: Airside, Terminal and Landside operations; daily inspections; coordination of and response to emergency situations; NOTAM management; wildlife management; snow removal; serves as a liaison between airport management, tenants and the public; prepares appropriate security badges, implements/updates the Airport Certification Manual, and other duties as required.

Applicants must have a thorough knowledge of: FAR Parts 77, 139, TSR 1542 and Airport Advisory Circulars 150 Series; safety considerations in the operation of a commercial airport; safety precautions used in airport maintenance and construction; principles and procedures involved in the operation of a commercial airport; federal rules and regulations affecting airport operations; modern principles and practices of supervision and management.

These positions requires a Bachelor's degree in aviation management, business administration, or closely related field from an accredited college or university. Previous work experience in airport operations or related aviation experience may be considered as substitute for formal education. Candidates must be available for night, weekend and rotating or irregular shift assignments.

Salary range Ops Specialist I - \$48,298 - \$50,740. Salary range Ops Specialist II \$53,563 - \$58,522.

The Authority offers medical, dental, vision and life insurance along with participation in the Illinois Municipal Retirement Fund pension plan. Please submit a resume and cover letter by 5:00 pm CST August 15, 2026 to madison@cira.com. No phone calls please.