

**PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Police Chief

**DEPARTMENT:** Police Department

**SUPERVISOR:** Deputy Executive Director

**EFFECTIVE DATE:** October 1, 2024

**PAY LEVEL:** 117 (\$87184.87 - \$156,932.77)

**PAY CLASSIFICATION:** Exempt

---

**DEFINITION:** This position is responsible for overall management and operation of the Airport Police Department. Work is performed under the general supervision of the Deputy Executive Director with considerable independent judgment and initiative exercised in carrying out the duties and responsibilities of the Airport Police Department. Performs related duties as required.

**EXAMPLES OF DUTIES:** Supervises, directs, plans, and coordinates the activities of the Airport Police Department. Responsible for compliance with CFR Part 1542 and other applicable federal, state, and local laws and regulations. Maintains the TSA approved Airport Security Plan and assures compliance at all times. Coordinates Airport police and security matters with the TSA, FBI, and other local law enforcement agencies. Maintains and promulgates necessary department rules, regulations and procedures.

Supervises department personnel and performs duties relative to personnel policies and procedures pertaining to employment, termination of employment, performance evaluation, scheduling and work assignments. Directs the department's training program. Performs routine police patrols and responds to emergency situations as required. Attends conferences, workshops, seminars, and other educational meetings to keep current in airport and general police matters.

Prepares and recommends the Operating and Capital Improvement Budget for the Airport Police Department. Supervises department purchasing in accordance with Airport Authority policy and procedures. Coordinates Airport security matters with staff, tenants, and other users of the Airport. Attends weekly staff meetings. Serves in an on-call capacity. Responds to emergency situations after normal business hours as required.

**QUALIFICATIONS:** Bachelor degree or equivalent experience required in police

administration or a related field. Seven years experience as a police officer with a minimum of three years experience in police administration/supervision. The Airport Police Chief must be certified as a law enforcement officer by the State of Florida and maintain such certification current at all times. Employee must be physically fit, submit to psychological screening, and be certified as drug free. Knowledge of federal laws and regulations pertaining to airport security is required. Must possess strong interpersonal administrative skills and the ability to interface and effectively communicate with Airport staff, tenants, governmental entities, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.

**MISCELLANEOUS REQUIREMENTS:** Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration and maintain eligibility for FAA and TSA mandated security clearance requirements.