

Clay Lacy Aviation, the original private jet charter company in the west, with four decades in the business and a fleet of over 60 aircraft, is seeking a qualified professional Director of Aircraft Management.

The Director, Aircraft Management, is responsible to oversee activities personally, and through delegation, associated with Managed Aircraft and the CLA Executive Travel Program and coordinate with other functional areas of the company to optimize productivity, profitability and enhance the CLA client experience.

Duties include but are not limited to:

- As a member of the CLA Team, work to develop the company's strategic plan, goals & objectives, and strategies.
- Recommend organizational changes to improve effectiveness, efficiency and service level.
- Support the President in ensuring that appropriate policies & practices are in place to support the vision and plans of the company.
- Assist the President as required.
- Manage areas of direct responsibility to achieve targeted levels of performance, taking corrective action as required.
- Coordinate activities with other functional departments to improve company-wide efficiency and effectiveness.
- Develop a CLA Management Partner Fuel Program.
- Maintain a safe workplace for all employees and ensure their compliance with company safety policies and procedures.
- Maintain external relationships, including customers, contractors, and suppliers.
- Establish the annual departmental budget covering all activities for Managed Aircraft.
- Oversee provision of support to the President for sales, marketing and quality control efforts.
- Coordinate all maintenance projects, estimating, scheduling, provisioning, and invoicing with Maintenance, Line Service, Accounting, and Dispatch.
- Evaluate actual profitability of each contracted aircraft and the total department compared to budgeted amounts and take corrective actions as appropriate to address unfavorable variances.
- Develop and maintain good relationships with all aircraft owners.
- Oversee administration of all contracts with aircraft owners.
- Review and approve all expenses for Managed Aircraft and ensure they are properly included on customer invoices.
- Monitor competitors to keep abreast of changes in pricing, services provided, and other activities that could impact company sales or profitability.
- Research and list potential ETP and management clients.
- Develop and present CLA management and ETP proposals.
- Assist in CLA's quality control improvement process, procedures, and documentation.
- Be a point of contact for management clients.
- Manage the charter compliance process.
- Manage the maintenance scheduling.
- Review monthly management billings.

- Establish departmental strategies, goals and objectives, and operating plans that support the long-term view of the company.
- Approve contracts, purchase orders and expenditures within defined limits of authority.
- Attain budgeted profit by individual aircraft and for the total department.
- Maintain quality of service that generates high customer satisfaction.
- Other duties and tasks as assigned.

Position requirements:

- Certified pilot having familiarity with business jets.
- Experience in management within an aviation organization.
- In depth understanding of FAA requirements.
- Demonstrated interpersonal, collaborative, and communications skills.
- Strong organizational skills with ability to delegate effectively.
- Results driven with strong bottom line orientation.
- BS in engineering or business, preferably with MBA or equivalent in experience.

Contact Information:

Clay Lacy Aviation
7435 Valjean Avenue, Van Nuys, CA 91406
Tel: No Calls
Fax: 818-947-5491
Email: jmartel@claylacy.com