

**POSITION DESCRIPTION  
FOR  
VR-1 OPERATIONS MANAGER**

**SUPERVISOR:** Director Maintenance Technology

**DESCRIPTION:** Flight Planner, Scheduler & Operations Manager for U.S. Navy's premier VIP/Special Air Mission squadron; operating five Gulfstream aircraft globally and supporting multiple customers in a dynamic military environment.

**ESSENTIAL FUNCTIONS:**

1. Liaise with staff Executive Assistants and Aides de Camp, provide 24 hour on-call access via Blackberry and/or email, and receive and validate both user requests and itineraries for trip planning.
2. Schedule resources for assigned missions, determine and reflect long-range requirements, utilize various scheduling software resources to assign aircraft and crews during and after hours, and coordinate with maintenance elements for schedule planning.
3. Perform flight planning (both within the Continental United States (CONUS) and Outside the Continental United States (OCONUS)); run Optimum Path Aircraft Routing System (OPARS), Honeywell Global Data Center (GDC), or Jeppesen MilPlanner for flight times, routing, and flight plan filing; reference Department of Defense (DoD) Flight Information Publications for applicable planning information concerning departure/arrival regions, airports, and Air Traffic Control (ATC) procedures; liaise with Defense Attaché Offices worldwide to obtain applicable diplomatic clearances; ensure final flight plan matches smooth itinerary; arrange Prior Permission Required (PPR) and coordinate Fixed Base Operator (FBO) services; and coordinate meeting of customs requirements.
4. Conduct trip logistical planning/ and support by coordinating crew lodging and ground transportation requirements from initial booking to revisions and cancellations and by coordinating airline reservations for crew travel and training.
5. Complete post-trip reporting and accounting. Collect and analyze data and produce monthly reports.
6. Perform various administrative duties as assigned.
7. Comply with policies and procedures as set forth in the corporation's Handbook of Policy and Procedure.
8. Comply with the provisions of the corporation's Standard Practice Procedures manual and DoD 5220.22-M when handling classified information to include generating, marking, storing, handling and destroying classified material.
9. Work, cooperate and communicate, as directed by the Program Manager, with supervisors, team leaders and co-workers satisfactorily. This includes the professional, mature acceptance of constructive criticism.
10. Travel as required.
11. Perform other duties as assigned.

**POSITION DESCRIPTION  
FOR  
VR-1 OPERATIONS MANAGER  
(Continuation)**

**QUALIFICATIONS:**

1. Must have dispatch and scheduling experience in aviation procedures and practices.
2. Must possess knowledge of air routing structure and airfield services and be proficient in flight planning software.
3. Preferred: Federal Aviation Administration (FAA) Dispatch Certificate.
4. Proven experience in planning and executing long-range aircraft operations involving over-flight/landing permits or diplomatic clearance requirements.
5. Preferred: Familiarity with DoD Flight Information Publications (FLIPs) such as Foreign Clearance Guides and Instrument Flight Rule (IFR) Supplement.
6. Must possess a demonstrated knowledge of flight operations, scheduling techniques and recordkeeping requirements.
7. Must have strong written and verbal communication skills with an ability to work with people at all levels of this and other organizations.
8. Must possess strong organizational skills.
9. Must be able to handle fast-paced, high-pressure activities.
10. Must be able to evaluate, analyze and adapt to change quickly.
11. Must have appreciable skills with Microsoft<sup>®</sup> Excel<sup>®</sup>, Word<sup>®</sup>, PowerPoint<sup>®</sup> and Access<sup>®</sup>.
12. Must possess a proven ability to create and maintain Microsoft<sup>®</sup> documents that can be used to track and organize flight operations.