

Leonard L. Serratore



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Palm Beach County
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West Palm Beach FL 33401

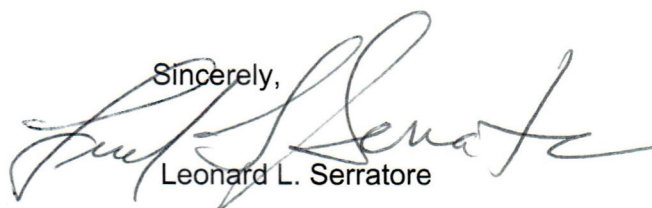
To Whom It May Concern;

Please accept my resume for review, and evaluation regarding the position of **Palm Beach County Administrator**

I welcome the opportunity to provide any additional information concerning my background or qualifications.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,



Leonard L. Serratore

Enclosure

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QUALIFICATIONS

Operations Supervisor with thirty years of comprehensive experience in all aspects of airport facilities management, staffing, troubleshooting, crash/fire, and rescue operations (ARFF), and monitoring of in-house and contracted services. Knowledge of OSHA regulations, fire safety, **Security Procedures TSA REG 14 CFR 1542**, and computer operations. Interact diplomatically and articulately with members of the corporate, private and public sector.

Work History

2006 to present

Airport Operations Supervisor, Palm Beach Department of Airports – Palm Beach International Airport, Serve as shift supervisor coordinating the day to day monitoring of the operations in the Terminal, Airside, and Landside functional areas of the airport. Responsible for implementing work procedures to ensure the safe, efficient and secure environment for all airport passengers and airport personnel. Supervise Operations personnel with indirect management of airport service contractors and related services (rental, parking, and food services). Train and develop Operations staff. Responsible for airport and airfield inspections, contract administration, coordinating resources, maintaining and updating airport manuals to ensure compliance with FAA regulations and Airport standards. Coordinate the initial responses to airport emergencies interacting with command level personnel of responding police, fire and federal agencies. Supervise the preparation and the operation of the emergency center. Over see the inspection and monitoring of airport equipment and facilities for safety, security, housekeeping, aesthetics and general conditions. Duties also include the monitoring and entering of daily flight schedules into information computers for displays in the terminals. Position requires significant interface with traveling public and airline personnel.

2002- 2006

Airport Operations Officer, Palm Beach Department of Airports – Palm Beach International Airport, Serve as a Operations Officer of a high-volume airport facilitating air carrier and commuter airlines as well as general and corporate aviation. Under direct supervision. Responsible for airport and airfield inspections, contract administration, coordinating resources, maintaining and updating airport manuals to ensure compliance with FAA regulations and Airport standards. Indirect management of airport service contractors and related services (rental, parking, and food services). Responsible for construction and maintenance of airfields and landside areas, landscape maintenance, hazardous conditions, etc. Over see the inspection and monitoring of airport equipment and facilities for safety, security, housekeeping, aesthetics and general conditions. Responsible for the safe and efficient operation of airport terminal building complex, including perimeter security, and liaison with County Sheriffs Deputy's. Coordinate the initial responses to airport emergencies interacting with command level personnel of responding Deputy's, fire and federal agencies. Train and develop Operations staff. Position requires significant interface with traveling public and airline personnel, as well as serving as media liaison.

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1999- 2002

Airport Operations Senior Agent, Broward County Aviation Department – Fort Lauderdale International Airport. Serve as Shift Duty Manager coordinating the day to day monitoring of the operations in the Terminal, Airside, and Landside functional areas of the airport. Responsible for implementing work procedures to ensure the safe, efficient and secure environment for all airport passengers and airport personnel. Supervise Operations personnel with indirect management of airport service contractors and related services (rental, parking, and food services). Train and develop Operations staff. Responsible for airport and airfield inspections, contract administration, coordinating resources, maintaining and updating airport manuals to ensure compliance with FAA regulations and Airport standards. Coordinate the initial responses to airport emergencies interacting with command level personnel of responding police, fire and federal agencies. Supervise the preparation and the operation of the emergency center. Over see the inspection and monitoring of airport equipment and facilities for safety, security, housekeeping, aesthetics and general conditions. Duties also include the monitoring and entering of daily flight schedules into information computers for displays in the terminals. Position requires significant interface with traveling public and airline personnel.

1996-1999

Airport Operations Supervisor, American Port Services - Westchester County Airport Direct the operations of high-volume airport serving general and corporate aviation as well as commuter and air carrier airlines. Full responsibility in absence of Airport Manager. Supervise Operations personnel with indirect management of airport service contractors and related services (rental, parking, and food services). Conduct aeronautical inspections to ensure compliance with FAA regulations and Airport standards. Responsible for construction and maintenance of airfields and landside areas, including snow removal, landscape maintenance, hazardous conditions, etc. Inspect fuel trucks in compliance with regulations. Verify accuracy of aviation weather observations on a 24-hour basis and monitor transmission of data to National Weather Service and AWADS system. Responsible for the safe and efficient operation of airport terminal building complex including perimeter security, and liaison with County Police officers. Serve as first responder to all aircraft rescue and firefighting operations (ARFF). Train and develop Operations staff. Position requires significant interface with traveling public and airline personnel, as well as serving as media liaison.

**** Implemented Security Identification Display Area program to ensure airport integrity.***

EDUCATION

B.S. Air Commerce Transportation Technology, Florida Institute of Technology

LICENSES/CERTIFICATES/AFFILIATIONS

- Private Pilot, single engine, land
- National Weather Service Certificate - licensed observer
- Airport Firefighting School Certificate - AAAE, College Station Texas 3/98
- ASOS School – AAAE, Miami Florida 2/00
- U.S. Army - Viet Nam era veteran
- Licensed in the State of Florida to transact the following classes of Insurance
- Life including Variable Annuity and Health