

## Secretary to the Commissioner of Aviation & Transportation

Large Suffolk County municipality seeks a Secretary to the Commissioner of Aviation & Transportation. This individual will assist the Commissioner with the coordination of security activities at the Long Island MacArthur, act as tenant liaison for the Commissioner, assist in facilities management and assist the Commissioner in employee coordination.

Eligible candidates requires a knowledge of Transportation Security Regulations 1542 and 1544, have knowledge of FAR Part 139, and have good knowledge of effective security measures in relation to aviation security standards and a minimum of two (2) years managerial experience working in a commercial airport. Experience as a police officer as defined in Section 1.20 of the NYS Criminal Procedure Law is also required.

Preference will be given to applicants who are Town of Islip residents and have law enforcement experience.

Interested candidates must email a cover letter, resume and salary requirements to [Personnel@townofislip-ny.gov](mailto:Personnel@townofislip-ny.gov).

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, age, disability, marital status or arrest record.