



BTR

BATON ROUGE METRO AIRPORT



Baton Rouge Metropolitan Airport (Baton Rouge, LA)



STEVEN BALDWIN
ASSOCIATES
Airport Management Consultants

OVERVIEW

The Baton Rouge Metropolitan Airport (BTR) invites applications for the position of **Human Resource Manager**.

The Baton Rouge Metropolitan Airport is the gateway to the Capital Region of Louisiana. Located just minutes from downtown Baton Rouge, BTR proudly serves as a vital regional hub for business and leisure travelers alike. In 2024, BTR processed over **844,000** passengers, a testament to its pivotal role in the region's connectivity.

BTR is owned and operated by the City of Baton Rouge and Parish of East Baton Rouge (City-Parish), offering direct flights through three air carriers and delivering reliable, comfortable travel options to the community. With a focus on safety, customer service, and strategic expansion, BTR continues to position itself as a driver of economic growth and accessibility for the region. Through its operation, the airport contributes \$1.1 billion to the Baton Rouge economy and supports 4,500 jobs.

Situated in central Louisiana, Baton Rouge, a city of over 873,000 residents, boasts a subtropical climate, with sunny summers, mild winters, and a culture as rich as its history. From Creole cuisine to vibrant arts and music, the Baton Rouge area is a dynamic place to live and work.

In 2025 BTR kicked off a project to update the airport's governing model with the City-Parish to a new special-purpose airport authority model. This project follows a yearlong evaluation of the current structure under the City-Parish and the Airport Commission that resulted in the support of the Metropolitan Council to pursue the creation of the new airport authority in fall of 2024. The airport and project team are now underway with the transition, which is anticipated to take a year to complete and will mark a major milestone in the airport's history.

As the airport works toward the transition, there is a need for an experienced Human Resource Manager. It is an exciting time to join the Baton Rouge Metropolitan Airport and contribute to a new era.



This growing, vibrant Airport is seeking a collaborative, and high performing HR Manager to join its growing team.



THE OPPORTUNITY

Human Resources Manager

Overview of Requirements

Steven Baldwin Associates, Aviation Management Consultants, is seeking a dedicated and knowledgeable **Human Resource Manager** to join the **Baton Rouge Metropolitan Airport** team. This is a unique and exciting opportunity to assist the airport in developing human resource functions as they begin the transition to a new governance structure. Employment will begin under Steven Baldwin Associates with employment transferring directly to the Airport Authority upon new governance approval slated for early 2026.

The ideal candidate will play a crucial role in developing various HR functions, ensuring compliance with employment labor laws, and fostering a positive workplace environment. This position requires a proactive approach to employee relations, recruitment, benefits administration, and overall human resources management as well as progressive HR experience.

If you are passionate about human resources and eager to contribute to a dynamic team, we encourage you to apply for this exciting opportunity. Target start date is early July 2025.

Responsibilities and Essential Functions

- Manages recruitment, orientation and onboarding process for new employees. Includes processing new hire I9 information, W-4 form, and state withholding form.
- Provides leadership in employee relations area, promoting open communications and a positive work environment.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements as well as managing annual reporting of EEO-1 and Vets100 reports.
- Develop and administer human resource policies and procedures.
- Assist in developing compensation and benefit programs that attract and retain employees.
- Manage payroll and HRIS system.
- Investigate and resolve employee relations issues.
- Develop, maintain, and update job requirements and job descriptions.
- Implement workplace safety procedures and execute best practices to manage risk.
- Manage health and wellness program.
- Maintain employee training and development program including succession planning.
- Create and manage a performance appraisal system that drives effective development.
- Collaborates with Board members as it pertains to human resource matters
- Other duties as requested.

Knowledge, Skills, and Abilities

- Proven foundation and knowledge of principles and practice pertaining to state employment laws and compliance requirements.
- Strong interpersonal, negotiation, collaboration, and conflict resolution skills.
- Comprehensive knowledge of recruitment and onboarding practices.
- Comprehensive experience administering health care and retirement benefit plans.
- Proven ability to effectively coach employees and management through complex and sensitive issues.
- Effective verbal and written communications skills.
- Ability to organize, multi-task and prioritize tasks as well as work independently.
- Ability to navigate and use self-learning tools for software applications.
- Proficient in using Microsoft Office (Word, Excel, PowerPoint).
- Strong understanding of HRIS and database management tools.

Education and Experience Requirements

- Bachelor's degree, in Human Resources, business administration or related field required.
- PHR or SHRM-CP, Certification preferred.
- Minimum of 7 years HR Management experience required.
- Progressive HR experience within multiple disciplines is desired.

SALARY

The salary is commensurate with experience with a recruitment salary between \$66,972 and \$89,593.

Benefits include health insurance stipend, paid time-off (PTO), and professional development opportunities. A full benefit package applies after the airport governance transition.

TO APPLY

To apply for this opportunity, please submit a cover letter, resume, and fill out the application form at the link [here](#).

In your cover letter, please specifically address your experience and accomplishments in the areas noted in the "Responsibilities & Essential Functions" section above.

Deadline for applications is 5:00 pm May 19, 2025.

Questions regarding this opportunity should be emailed to info@baldwinllc.com with "HR Manager" in the subject line.

NOTE: All applicants will be considered for employment without regard to race, religion, ethnicity, national origin, gender, sexual orientation, age, disability, or any other protected class status under state or federal law.

LOCATION

Located off Interstate 110 and 4 miles north of the central business district of Baton Rouge, the capital city of Louisiana. The airport is located approximately 7 miles northwest of downtown Baton Rouge and 10 miles south of downtown Zachary. It is the second largest airport in the state and Upper Gulf Region by passenger volume.



THE AIRPORT

The Baton Rouge Metropolitan Airport leaders are committed to serving the community of Baton Rouge and the Capital Region. They recognize the value of operating at a high standard, which entails raising the bar and establishing strategic initiatives that will support its success well into the future.

BTR has established the following mission statement which defines who they aspire to be and how they will serve their customers and the region:

Mission

“The Mission of the Baton Rouge Metropolitan Airport is to serve as a catalyst for economic prosperity in the Greater Baton Rouge Area by providing small-hub airport facilities and services that are recognized for excellence in safety, customer convenience and financial efficiency.”

The airport covers an area of one thousand eight hundred (1,800) acres of land with two runways, that are utilized by air carriers and general aviation operations. BTR is also home to some prominent tenants including the Dow Chemical Company’s corporate flight department, Helix Aviation Academy, a first-of-its-kind public charter school located on a public use airport, and the Baton Rouge Coca-Cola Bottling Company, just to name a few. BTR operates with a total of 85 authorized positions and is currently supported by a team of 62 experienced airport professionals. For 2025, the airport projects \$16,718,150 in revenues with total appropriations of \$16,547,321.

Passenger service is provided by American (Charlotte, Dallas/Fort Worth, Washington D.C.), Delta (Atlanta), and United (Houston Intercontinental). Through these carriers, passengers can access some of the largest hub airports in the country where connections are available to destinations worldwide. BTR is also home to three FBOs, BTR Jet Center, Signature Flight Support, and Williams Jet Center. In 2024, BTR served over 844,000 passengers- a 10-year high and a 10.5% increase over 2023. This surpasses the previous high of 821,236 passengers recorded in 2019. As of early 2025, passenger traffic is up an additional 5% year-over-year, positioning the airport for continued record performance.



THE COMMUNITY

Baton Rouge, Louisiana is a lovely city nestled alongside the Mississippi River with a profound history, delectable cuisine, and an animated community.

Baton Rouge offers visitors a captivating blend of history, culture, and welcoming Southern hospitality. Established in 1699 by French explorer Pierre Le Moyne d'Iberville, who named the area "le bâton rouge" (the red stick) after observing a red cypress pole marking tribal boundaries, the city has evolved into a dynamic capital that honors its diverse heritage. As the seat of Louisiana's government since 1849, Baton Rouge boasts iconic landmarks like the Old State Capitol, a Gothic architectural gem, and the towering New State Capitol, the tallest in the United States. Visitors can delve into the state's rich tapestry at the Capitol Park Museum, which showcases Louisiana's unique history, industry, and culture.

Louisiana State University (LSU) and **Southern University and A&M College (SUBR)** are two influential institutions that shape the identity and vitality of Baton Rouge. LSU serves as a hub of academic excellence, cultural enrichment, and economic impact, with standout contributions in the arts, athletics, and groundbreaking research—including key medical collaborations that elevate the city's profile. Meanwhile, SUBR, a historically Black university founded in 1880, has been instrumental in promoting educational access, cultural heritage, and social justice. Its strong academic programs, research credentials, and iconic "Human Jukebox" marching band reflect its deep-rooted commitment to community growth and cultural pride. Together, these universities not only anchor Baton Rouge's educational landscape but also energize its economy and celebrate its rich, diverse culture.

The city's humid subtropical climate features warm summers and mild winters, making it an ideal year-round destination. With over 180 parks, including the scenic Bluebonnet Swamp Nature Center and the LSU Hilltop Arboretum, outdoor enthusiasts will find plenty to explore. Baton Rouge's vibrant arts scene is evident in its numerous museums, galleries, and live music venues. Whether you're strolling along the Mississippi River, attending a lively festival, or savoring local cuisine, Baton Rouge invites you to experience the charm and energy that make it a standout destination in the heart of Louisiana.

Baton Rouge's culinary scene is a vibrant tapestry that intertwines its rich Southern heritage with a dynamic array of global influences, reflecting the city's evolving palate and cultural diversity. With over 150 locally owned restaurants located within the Baton Rouge city limits, you can indulge in cuisine from the local area or from around the world.

National search conducted by



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