

## **Air Northwest Virtual Airlines**

### **Job Description**

#### **CEO**

The Chief Executive Officer is the owner of Air Northwest VA. The CEO is responsible for:

1. Overall operation of the Virtual Airlines.
  - a. Scenery files
  - b. Aircraft
  - c. Webpage text
  - d. Providing Server(s) for ANW files
2. Providing direction to ANW staff positions
3. Approving Job Descriptions
4. Filling in for vacant positions as needed.

Skills Required:

1. Knowledge of webpage design.
2. FTP programs (to access ANW servers with files)
3. Knowledge of the Internet.
4. People skills to deal with a wide variety of personnel.

The CEO may obtain help from others as needed to meet the needs of the Virtual Airline.

The CEO must have a current email address. Emails from ANW staff should be answered in a timely manner High-speed access to upload/download files is preferred.

Reviewed by: Ron Tuskan, CEO

Approved by: Ron Tuskan, CEO

Date: November 10, 2008