

**MAJOR FUNCTIONS**

This is professional, administrative and supervisory work assisting in directing airport operations, security and safety. Work involves the administration and supervision of employees engaged in airport operations, security and safety. Work is performed under the general direction of the Director-Airport. The incumbent is expected to exercise considerable independence and initiative in the performance of daily tasks. Work is reviewed through conferences, reports, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, schedules and directs the work of personnel and other resources engaged in operations, security and safety. Prepares reports, administers annual operations budget and controls expenditures of the division. Monitors requisitions and expenditures for the airport operations, security and safety units. Assists in developing department procedures concerning airport facility planning, rules and regulations and operational policies. Maintains copies of all airport operations records and files. Revises and maintains the airport certification manual, airport emergency plan and airport security program. Attends airlines manager's terminal progress meetings. Monitors Aircraft Rescue and Fire Fighting (ARFF) and Airport Police operations. Writes, updates, and enforces operating policies for ground transportation companies. Makes oral and written presentations on programs, projects, and other matters to the Director-Airport, various city and county boards, commissions, and other bodies. Directs the activities of airfield, hanger and air terminal area; provides for airport security and safety; directs airport operations; enforces airport rules and regulations. Develops quality and productivity improvement capabilities to improve services and productivity. Assures conformance with federal, state, and local laws, rules, and codes with respect to the airport. Schedules and directs flight inspections to check pilot controlled lighting and runway approaches for uncharted obstructions affecting navigable airspace. Compiles and publishes monthly operations statistics. Recommends the selection, transfer, promotion, grievance resolution, discipline, and dismissal of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Assist Director and Deputy Director as requested on major programs and projects for the department. Acts as Director-Airport in his/her absence, as may be designated. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of airside, landside and terminal operations and airfield maintenance procedures, techniques, and problems. Thorough knowledge of airport operations, airport security and pertinent property management methods and techniques. Thorough knowledge of FAA rules and regulations, FAA Advisory Circulars and Transportation Security Administration regulations pertaining to airport operations and airport security. Considerable knowledge of aircraft/airspace operating rules and regulations. Considerable knowledge of ground-based aids to navigation systems. Considerable knowledge of standard record keeping. Considerable knowledge of modern administrative practices and procedures. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to plan, assign, review and supervise the work of subordinate employees. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationship with subordinates, peers, administrators, airline executives, and the general aviation public. Possesses management style and values consistent with the City's mission and values. Demonstrates interpersonal facilitation and

communication skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration, or a related field and five years of professional experience in airport operations at an air-carrier airport; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity at an FAA Part 139 certified airport.

Necessary Special Requirements

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 12-23-85

Revised: 11-12-87

04-05-89

08-04-89

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