



Career Service Authority  
Aviation Planning Administrator

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**GENERAL STATEMENT OF CLASS DUTIES**

Coordinates strategic master and facility planning and related development policies for the Department of Aviation and directs the activities of the Airport Noise Office, the professional planning staff, and contract planners for development of airport airspace, airfield, terminal areas, support facilities and systems, and airport and regional transportation, land use, and economic development.

**DISTINGUISHING CHARACTERISTICS**

This class is exclusive to the Department of Aviation. It is a second-level supervisor over the professional planning staff and the Aviation Noise Office.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning; developing standards, schedules, priorities, guidelines, processes and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources.

Employee is responsible for implementing operational goals and objectives and for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems; responsible for organizational management (development, staffing, and conflict); and allocating resources.

***Level of Supervision Received and Quality Review:***

Under executive direction, the employee is delegated personal responsibilities and authorities over a department division, agency or department. Agency manager or director, the Mayor, cabinet member or a commission or board, may review work for soundness of judgment and conclusion.

***Interpersonal Communications and Purpose:***

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and knowledge

are required. Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

***Level of Supervision Exercised:***

Supervises two or more supervisors of professional staff.

**ESSENTIAL DUTIES**

Directs the activities of the Airport Noise Office and professional planning staff engaged in making cost-effective, operationally sound recommendations for development of airport airspace, airfield, terminal areas, support facilities and systems, and response to air traffic management and air hazard projects and programs.

Plans, coordinates, and assigns work and establishes the goal and priorities for the Airport Noise Office and professional and contract planning staff.

Directs the development of long-range master plans for the Department of Aviation that incorporates the needs and requirements of airlines, traveling public, federal regulatory agencies, and the department.

Coordinates the input of needs of major department divisions such as operations, engineering, maintenance, environmental compliance, and properties into planning and development activities and policies.

Directs the development of planning options for development of Department of Aviation infrastructure assets, including Pena Boulevard and operations outside the airfield proper, taking into consideration cost effectiveness, project budget, airfield operations impact, needs of airlines, political considerations, and economic development impact.

Serves as liaison to the Federal Aviation Administration, airline representatives, user groups, regional public policy development organizations on issues related to airport operations, air traffic management, transportation infrastructure, economic development and overall long-range policy development.

Directs the preparation of reports and statistical analyses that provide cost/benefit relationships between such factors as aircraft delay or airfield layout or design, terminal area and passenger time congestion, and related statistical or modeling studies, with recommendations for overall airport development.

Directs development of parameters for the computer applications and simulations at the Airport Noise Office which monitor complex airfield and airspace environmental effects. Ensures continuing compliance with local intergovernmental agreement governing noise levels from airport operations.

Briefs foreign and domestic visitors, industry user groups and the media on airport issues and operations and represents the airport on technical planning and policy issues to standing committees and outside staff.

Provides information and input to higher-level managers and/or executives to develop organization's budget.

Tracks, monitors and reports on budget/fiscal status. May delegate or utilize subordinate staff and/or supervisors' assistance to analyze, track and monitor fiscal information within identified parameters.

Manages and directs subordinate supervisors and staff, sets priorities, provides guidance and instruction on expected outcomes, and delegates and reviews work.

Provides guidance and advice to subordinate supervisors regarding human resource matters.

Establishes and/or approves individual performance plans for subordinates, provides coaching and feedback, conducts performance reviews.

Initiates and implements activities to develop, build upon and encourage performance strengths of subordinate supervisors and/or staff.

Performs other related duties as assigned.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Strategic Thinking** – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long-term perspective, determines objectives and sets priorities, and anticipates potential threats or opportunities.

**Transportation** – Knowledge of principles and methods for moving people and goods by air, rail, and/or road including costs and limits.

**Land Use and Development** – Knowledge of the principles and tools relevant to land use planning, development, regulations, and permitting.

**External Awareness** – Identifies and understands economic, political, and social trends that affect the organization.

**Organizational Awareness** – Knows the organization's mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.

**Vision** – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Oral Communication** – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that appropriate for the intended audience.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Problem Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Decision Making** – Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

**Team Building** – Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to accomplish goals.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Self-Management** – Sets well-defined and realistic personal goals; displays a high level in initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Planning and Evaluating** – Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

**Customer Service** – Works with customers to assess needs, provide assistance, resolves problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

**Creative Thinking** – Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Managing Diverse Workforce** – Implements diversity policies for part of an organization; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

**Leadership** – Initiates and sustains action to accomplish the goals by guiding and motivating others and gaining the confidence and active support of subordinates, peers, and administrative staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Technology Application** – Uses machines, tools instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Human Resource Management** – Works with human resource staff to implement human resource policies for part of an organization to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action; maintains effective employee relations and complies with government/citywide regulations and policies.

Knowledge of airport planning principles, practices and skills sufficient to be able to recognize, direct, evaluate and account for all aspects of planning for and operating a large hub airport.

Knowledge of Federal Aviation Administration policies and regulations sufficient to be able to discuss, question and resolve issues and recognize their impact on airport planning.

Knowledge of airport operations sufficient to be able to evaluate environmental impacts the airport may have.

Knowledge of statistics sufficient to be able to interpret and analyze information and perform calculations.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Accommodation: ability to adjust vision to bring objects into focus.

***Working Environment:***

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Subject to long irregular hours.

***Education Requirement:***

Baccalaureate Degree in Architecture, Planning, Engineering, or a related field.

***Experience Requirement:***

Three years of experience supervising a professional planning staff at a non-military medium or large hub airport.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

***Licensure and/or Certification:***

None

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 12/01/2006

***REVISED BY:*** Steve Adkison

***CLASS HISTORY*** The class was last revised 3/11/97. This revision updates the supervisory duties and adds responsibilities associated with transportation, land use and economic development.