

Career Service Authority

Director of Aviation Security

Revised Date / /
Revised By Jean Canfield
FLSA Code Exempt
Est. Date 01/16/97

General Statement of Duties

Operates and manages the activities of the Airport Security Section.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Negotiates, manages and maintains security agreements with air carriers and tenants.
 - *Knowledge of airport operations sufficient to be able to direct, manage and control security operations.*
 - *Skill in negotiating/maintaining security agreements for the agency.*
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*

2. Implements the Airport Security Plan and Threat Contingency Plan, serves as the Airport Security Coordinator as required by FAR, Part 107, Airport Security and carries out responsibilities as designated by the Security Plans
 - *Knowledge of airport operations sufficient to be able to direct, manage and control security operations*
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment..*
 - *Knowledge of airport security regulations sufficient to be able to serve as the Airport Security Coordinator and administer the Airport Security Plan.*

3. Analyzes the current security needs and demands of Denver International Airport in order to plan and implement all security procedures and programs to meet the changing needs of the airport such as the installation of explosive detection equipment.

- *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
- *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
- 4. Evaluates the security contractual needs and demands of Denver International Airport to develop and manage agreements with outside vendors such as the Security Consortium within the Federal Aviation Administration regulations to ensure the safety and security of the traveling public.
 - *Skill in negotiating/maintaining security agreements for the agency.*
 - *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*
 - *Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.*
- 5. Evaluates the efficiency and effectiveness of the Aviation Department security system and training program in order to develop training curriculum essential to meet the safety and operational standards of the Federal Aviation Administration.
 - *Knowledge of employee development principles and practices sufficient to be able to ensure long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.*
- 6. Determines the priorities, goals, and objectives of the division or work functions assigned.
 - *Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.*
- 7. Receives suggestions and complaints regarding airline security screening checkpoints, investigates, and makes recommendations for resolution to airline managers.
 - *Skill in analyzing and evaluating facts and evidence in relation to individual cases.*
 - *Skill in exercising initiative, judgment, and making in solving problems and meeting organizational objectives.*

8. Maintaining records of transactions to analyze operations and address problem areas.
 - *Skill in analyzing and resolving problems relative to the work assignment.*
 - *Skill in maintaining and organizing files, records and documents.*
9. Maintains liaison and directs customer service activities with aviation personnel.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
10. Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.
 - *Skill in interpreting, developing and implementing policies and procedures related to the work assignment.*
11. Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
12. Develops and manages the Security Unit budget.
 - *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.*
13. Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.
 - *Knowledge of employee development principles and practices sufficient to be able to ensure long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work of the organization.*
14. Interviews and select staff reporting directly to this position and assists with other interviews as required.
 - *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations from subordinate supervisors.*

15. Serves as the Hearings Officer for the Violations Notice Program.
 - *Skill in analyzing and evaluating facts and evidence in relation to individual cases.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
16. Directs and performs liaison with the Police Bureau of Identification on employee criminal history records checks and determines issuance of airport identification badges.
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problems resolution, and/or garner support for various programs or policies.*
 - *Skill in directing and coordinating activities related to the work place.*
17. Performs other related duties as assigned or requested.

.....
Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
.....

Job Requirements

Level of Supervision

Supervises first level supervisor and/or two or more employees who do not supervise.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined. Requires creativity and ingenuity in devising criteria, techniques, and methodologies for approaching previously unexplored or unresolved problems or situations. Work assignment is generally unstructured and employee is responsible for supervising a variety of units involved in complex and non-standardized tasks in which several project may be pursued concurrently. Duties performed involve many factors to be evaluated and weighed, requiring a high degree of analytical ability, judgment, and decision making. Work may be reviewed for soundness and feasibility of judgment and conclusion by agency manager.

Interpersonal Communications

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization.

Physical Demands

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Handling: seizing, holding, grasping, or otherwise working with hands.

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

Feeling: perceiving attributes of objects by means of skin receptors.

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

Hearing: perceiving the nature of sounds by the ear.

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

Physical Strength

Lifting: Raising or lowering an object 25 – 50 pounds.

Vision Requirements

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

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

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

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

Color Vision: ability to distinguish and identify different colors.

Mental Demands

Oral Comprehension

Written Comprehension

Environmental Conditions

Temperature Changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction or possible hearing loss.

Hazards: conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Working Conditions

Exposed to unpleasant elements (accidents, injuries and illness)
Handles emergency or crisis situations
Pressure due to multiple calls and inquiries
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations

Minimum Education

Baccalaureate Degree in Business Administration, Political Administration, Aviation Management, Management or a related field.

Minimum Experience

Three years of experience in airport operations which must have included two years professional experience in airport security.

Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement except for the two years experience in airport security.