



Office of Human Resources  
Aviation Director Senior – CX0794  
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### General Statement of Duties

Directs the business functions within a division that include developing annual and multi-year work plans and strategies. Ensures resources are available to achieve work plans and strategies, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

### Distinguishing Characteristics

This class is a combination of an operational and strategic manager. It is responsible for directing and managing a function within a division. This classification is distinguished from the Deputy Manager of Aviation which is responsible for the overall strategic direction of a division. The Aviation Director Senior is also distinguished from the Director class since it is responsible for leading projects and initiatives that have a broad impact on the airport by developing and implementing strategies and managing plans, programs, and projects. Incumbents in the Director classification may report to this classification.

### Essential Duties

Develops and establishes standards, procedures, systems, and guidelines for operational and functional areas and subordinate directors and managers.

Assists with the establishment of the division's operational framework and adopts policies and procedures for the assigned operational and functional areas.

Develops, manages and recommends an annual budget by reviewing past expenditures, analyzing and projecting future needs. Tracks expenditures to ensure compliance with budgetary guidelines, goals and objectives.

Collaborates and interacts with managers, executives and others internal or external to the City to secure funds and resources for the division. Participates in and conducts budget and fiscal policy-setting discussions for the division.

Plans goals and activities through research, evaluation, review, and assessment of future needs. Makes recommendations and implements necessary improvements and modifications.

Provides leadership to subordinate directors and managers by establishing, assigning, planning, organizing and prioritizing division or department goals, objectives and standards for resources and manpower. Assists subordinate directors, managers and supervisors with the coordination of personnel and resources to ensure efficient completion of division assignments.

Represents the division at meetings to present plans, projects, programs and activities and to discuss and coordinate matters involving mutual efforts with other departments, divisions, tenants and airport users.

Through subordinate directors and managers, gathers and maintains records of divisional data. Prepares a variety of reports and correspondence. Reviews data and reports prepared by staff relating to division activities and compliance with city, state and federal rules and regulations.

By position, directs and manages through subordinates all snow removal activities and functions.

Administers and monitors contracts concerning division's activities.

Drives staff development initiatives to instill shared values and enhance core competencies across functions, operations and the organization. Initiates and implements programs to develop, build upon and encourage performance strengths of subordinate managers, supervisors and /or staff. Directs the implementation of human resource policies, practices and procedures.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### **Competencies**

Creating and Conceptualizing - Identifies and produces innovative ideas and thinking strategically. Promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

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

Influencing - Collaborates with, persuades and influences others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Knowledge of the Federal Aviation Regulations and other Federal, State and local regulations that affect maintenance and operations of an airport.

Knowledge of airport maintenance practices sufficient to be able to direct the planning, coordinating and directing of airport maintenance operations.

Knowledge of preventative maintenance practices and procedures sufficient to be able to develop and maintain programs.

Knowledge of the proper operation and maintenance of equipment used in field maintenance activities.

Knowledge of computer systems and ability to utilize related software to include computerized maintenance management programs.

### **Level of Supervision Exercised**

Supervises two or more director, manager and professional expert positions within the division.

**Education Requirement**

Bachelor's Degree in Business Administration Management, Aviation Management or a related field.

**Experience Requirement**

Five (5) years of experience at the type and level of functional or operational management, which must have included management of subordinate supervisors.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Subject to long irregular hours.  
Subject to traffic, roadways, and pedestrians.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-18**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 9/8/2024**

**Revised By: SO**

**Class History: 5/31/2019 - Revised pay grade from A-818 to A-819; 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 - Revised Experience Requirement; 9/8/24 – Revised Job Family/Job Code.**