



Office of Human Resources  
Deputy Director of Aviation – CX3069

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### General Statement of Duties

Provides strategic leadership and management of a business unit within the Department of Aviation to direct the business unit's functional and operational areas to coordinate the delivery on the airport's strategic plan, adherence with financial and budget goals; and manages relationships with internal and external stakeholders while establishing a multi-year business unit vision and strategic plan which supports the implementation of the Airport's Strategic Plan and Capital Growth goals.

### Distinguishing Characteristics

The Deputy Director of Aviation is the highest level of management at Denver International Airport, other than appointees. A Deputy Director of Aviation provides holistic direction and leadership to a specific division in support of the Deputy Executive Director of Aviation for the division. This position is responsible for providing feedback and direction to the Executive Director of Aviation, Director, and Manager positions. A Deputy Director of Aviation position is strategically focused.

This position is unique to Denver International Airport and reports to the Deputy Executive Director of Aviation.

### Essential Duties

Establishes the long-term vision and strategic plan for the division in conjunction with the airport's leadership team while integrating the perspectives of policy makers and elected officials.

Manages the development and implementation of the division's goals, objectives, policies, performance standards, and priorities that enable employees and the division leaders to be successful.

Maintains community, regulatory, and external awareness to monitor conditions, trends, innovations and practices that may have implications for the airport.

Incorporate systems thinking to help lead change that supports continuous improvement.

Coordinates with other division leaders to ensure the safe operation of the airport, compliance with applicable government regulations, and retention of FAA Certification.

Creates division organization design and optimizes resource allocations based on the long-term vision of the airport and available financial resources.

Provides leadership and direction to division leaders to ensure the continued development and management of the workforce. Monitors work teams, work assignments and priorities to efficiently and effectively accomplish the division's mission, goals, and objectives.

Establishes effective decision-making processes that achieve goals and objectives. Ensures divisions accomplish annual work plans, strategic initiatives, and performance standards.

Resolves complex issues with multiple internal and external stakeholders to identify solutions which add value to the overall management of the airport. Initiates new programs which represent innovative or state of the art approaches to resolving system-wide problems.

Represents division in meetings with elected and/or appointed officials and other city entities. Serves as the airport representative with a variety of public, business, and community organizations and fosters collaborative relationships to benefit the airport.

Cultivates and maintains positive working relationships with representatives from other divisions, the aviation industry, government agencies, community and business groups, and legislative officials.

Delegates responsibility and authority over operational areas and functions to division leaders. Develops and establishes standards, procedures, systems and guidelines for division leaders.

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

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

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

Persuading and Political Influence: Gains clear agreement and commitment from others by persuading, convincing, and negotiating. Makes effective use of political processes to influence others.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

### **Knowledge & Skills**

Knowledge of airport operations and security sufficient to be able to determine priorities, goals, and objectives of the division.

Knowledge of Federal security regulations and associated programs sufficient to be able to maintain compliance.

### **Level of Supervision Exercised**

Directs and provides feedback and oversight for positions classified as Deputy Manager of Aviation, Directors and Managers.

**Education Requirement**

Bachelor's Degree in Business Administration, Aviation Management, Public Administration, Construction Management, Engineering, Architecture, or a related field.

**Experience Requirement**

Five (5) years of leadership experience, which must have included director-level management responsibilities.

One (1) year of management experience must include budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision making experience with planning and organizing multiple programs, projects, operations or functions.

**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 long irregular hours.  
Subject to many interruptions.  
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):

Color vision: Ability to distinguish and identify different colors.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-21**

**FLSA Code: Y**

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

**Established By: LS**

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

**Revised By: SO**

**Class History: 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.**