



Office of Human Resources  
Deputy Manager Aviation – CX2775

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### General Statement of Duties

Directs and manages the operations of divisions within the Department of Aviation such as airfield operations, airport infrastructure management, finance, communications, technologies, and revenue development. Directs functional and/or operational areas that include establishing a multi-year vision and strategic plan for the organization, optimizes resource allocations, and ensures the organization accomplishes annual goals and strategic initiatives.

### Distinguishing Characteristics

The Deputy Manager of Aviation is the highest level of management class at Denver International Airport, other than appointees or elected officials. A Deputy Manager of Aviation directs divisions and is responsible for supervising directors, managers, supervisors, and individual contributors. A Deputy Manager of Aviation position is strategically focused.

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

### Essential Duties

Establishes the long-term vision and strategic plan for the airport in conjunction with the Executive Director of Aviation and other executives, directors, and managers while integrating the perspectives of policy makers and elected officials into plans.

Manages the development and implementation of the airport's goals, objectives, policies, and priorities that enables employees and the organization to be successful now and in the future.

Maintains external awareness, monitoring conditions, trends, innovations, and practices that may have implications for the airport. Incorporates systems thinking to help lead change that supports continuous improvement.

Coordinates with other aviation deputy managers to ensure the safe operation of the airport, compliance with applicable governmental regulations, and retention of FAA Certification.

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

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision-making processes that achieve goals and objectives.

Resolves complex issues with multiple internal and external stakeholders which add value to the overall management of the airport.

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

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

Ensures divisions accomplish annual work plans, strategic initiatives, and performance standards.

Develops and monitors work teams, work assignments and priorities to accomplish the division's mission, goals, and objectives efficiently and effectively.

Makes recommendations for and participates in developing and modifying the organization's strategic plan.

Delegates responsibility and authority over operational areas and functions to subordinate managers and staff.

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

Develops and manages the budget for the division and allocates funds with the budget to accomplish objectives.

Initiates new programs which represent innovative or state of the art approaches to resolving system-wide problems.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Implements and maintains policies and procedures set forth by higher-level managers.

Determines the priorities, goals, and objectives of the division.

Directs the development of performance evaluation standards for sections managed within the guidelines set by top management. Formally evaluates the work of directly subordinate directors and managers and other staff.

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.

Provides expert advice on organizational matters to internal and external stakeholders.

Directs the implementation of human resource policies, practices, and procedures.

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

Thinking Strategically - Thinks strategically and 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.

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.

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 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**

Supervises aviation and/or public safety directors and managers of the sections within the division.

### **Education Requirement**

Bachelor's Degree in a field related to the specific functional or operational area.

### **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**

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **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

Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: EX-20**

**FLSA Code: Y**

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

**Established By: LS**

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

**Revised By: SO**

**Class History: 10/17/18 - Simplified education requirement; 10/25/18 - Updated required background check list; 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.**