

City of Fort Worth, Texas Job Description

Classification Title	Assistant Aviation Director		
Job Code:	AD1241	Job Family:	Assistant Department Directors
Pay Grade	305	Date Created:	11/19/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in the planning, directing and managing of activities and operations of the Aviation Department, including direct management of assigned divisions, such as Meacham, Spinks and Alliance Airport. Coordinates assigned activities with other departments and outside agencies. Oversees administrative activities and special projects and ensures effective planning and prioritization of departmental services. Provides complex administrative support to the Airport System Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
4. Manages airport operations and maintenance contract services for assigned airport. Reviews, develops, and recommends user fee charges for various usage and programs.
5. Participates in the development and administration of the department's enterprise fund and grant budgets; monitors a variety of grant funded and revenue programs; and directs all related procurement and inventory systems.
6. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.

7. Interacts and coordinates aspects of the airport with tenants, citizen and city officials, including leasing, development, questions and requests. Coordinates and negotiates with tenants, developers and users concerning contracts and agreements.
8. Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies, approves expenditures; and implements budgetary policy and procedures.
9. Provides executive level staff assistance to the Airport System Director and other city staff as appropriate.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities related to airport management, facilities management or aviation programs.
 - Principles and practices of administration and management.
 - Recent developments, current literature and sources of information related to airport management.
 - Principles of supervision, training and performance evaluation.
 - Pertinent federal, state and local laws, codes and regulations.
 - Airport Security Rules and Regulations.
 - City personnel policies and procedures.
 - Principles and procedures for developing goals, objectives and management plans.
 - Contract and grant negotiations, development, and management.
 - Principles and practices of municipal budget preparation, administration, forecast and monitoring.
 - Department strategic goals, business plan, objectives, policies and priorities.
 - Methods and techniques of interpreting and enforcing minimum airport management aeronautical standards and airport ordinances.
- **Skill in:**
 - Management, leadership and human resources.
 - Organization, Project and time management.
 - Strategic and critical thinking.
 - Problem solving and decision making.
 - Public speaking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.

- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Plan, organize, direct and coordinate the work of subordinate employees.
- Delegate authority and responsibility.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate airport management methods and techniques.
- Prepare clear and concise administrative and financial reports for division.
- Prepare and administer budgets.
- Assist in the development of a business plan, goals and objectives.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration and Aviation Administration or a closely related field and six years of responsible experience in airport operations and maintenance, including two years of administrative and supervisory responsibility at an airport.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.