



## **City of Phoenix**

# **DEPUTY AVIATION DIRECTOR**

**JOB CODE 25200**

Effective Date: 08/98

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to manage and direct a major support or operations division of the Aviation Department. Work assignments are very broad in scope and are performed with considerable independence. An employee in this classification supervises a professional staff and coordinates work activities with City officials or officials from other agencies. Deputy Aviation Directors are involved in budgetary development and control, long-range planning, and the preparation of reports to the Advisory Board and the City Council. The incumbents report to the Assistant Aviation Director and work is evaluated on the basis of results achieved.

### **ESSENTIAL FUNCTIONS:**

- Supervises the development, installation and administration of accounting and auditing systems for the Aviation Department;
- Monitor lease compliance by all tenants and concessionaires;
- Develops bid specification request for proposals for specific agreements;
- Develops long-range plans for developing marketing and managing airport properties;
- Conducts comparative research studies on airport properties development and use;
- Develops recommendations on pricing of properties and business agreements;
- Prepares policy recommendations for the Aviation Director and the Airport Advisory Board;
- Maintains Risk Management Program for all airports land, space, and buildings;
- Supervises professional staff;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:



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- Federal, State and local rules and regulations pertaining to airport management and operation.
- Airport operation and maintenance.
- Principles and practices of airport business management.
- Principles and practices of finance and budgeting.
- Research, report preparation and presentation.
- Aviation supplies and equipment.

### Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Analyze and effectively report upon operating conditions and problems and recommend appropriate solutions.
- Work cooperatively with others.
- Perform financial and budgetary analysis.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from written material in the English language.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential or marginal functions.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of responsible experience in airport management, planning and development, or public accounting, three of which must have been in a position supervising professional level staff, and a bachelor's degree in airport management, business administration, civil engineering, accounting, or a related field. Other combinations of experience and education which meet the minimum requirements may be substituted.



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