



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 940.3

Job Title: **ASSISTANT DIRECTOR-AVIATION(EXE LEV)**

Pay Grade: 34

GENERAL SUMMARY:

Under general direction of the Deputy Director of Aviation, plans, organizes, and directs the activities of a major operational or administrative division of the Houston Airport System.

RESPONSIBILITIES:

- Plans, coordinates and directs, through subordinates, operational matters, disciplinary matters, employee evaluations, staffing levels, employee technical training programs and organizational concepts and changes.
- Develops, recommends and implements annual budget for division, as well as capital improvement programs; reviews and authorizes budget expenditures for staffing levels, material and equipment acquisition.
- Develops the overall plans, including organization, coordination and control capabilities, in the execution of division's objectives. Advises and assists the Aviation Deputy Director in developing departmental programs, plans and policies.
- Monitors the status of projects through all phases of development. Organizes, coordinate and reviews difficult technical requirements of projects in connection with airport system's overall policies and objectives.
- Acts as a liaison with regard to division's activities between the airport system and other City departments, local governmental entities, state and federal governments, and other agencies for compliance with guidelines.
- Represents the Director of Aviation and the Aviation Deputy Director before business, professional, civic other organizations/groups and makes recommendations concerning airport system needs.

SPECIFICATIONS:

KNOWLEDGE:

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university and a professional certification/licensing is required.

EXPERIENCE:

More than ten years of experience is required.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Aviation Assistant Director

Effective: October 1990