CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 940.2

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

Pay Grade: 36

GENERAL SUMMARY:

Under the general direction of the Director of Aviation and through subordinate managers, plans, organizes, and directs the operations and maintenance; finance and administration; public service; or planning construction and design functions of the Houston Airport System.

RESPONSIBILITIES:

- Develops and recommends to the Director plans, policies and programs designed to improve the efficiency and effectiveness of the Department's formulating, and administering policies and procedures.
- Directs, through subordinate managers, staffing levels, organizational concepts and changes, technical training programs, administration of consistent employee evaluation and disciplinary matters and monitoring of department programs and projects.
- Advises the Director on the operational and financial impact of proposed or pending legislation affecting the Houston Airport System. Coordinate the implementation of new programs, regulations and legislation impacting the Department.
- Develops and implements annual budgets for group; reviews and authorizes budget expenditures for staffing levels, material and equipment acquisition and other factors affecting the annual budget.
- Maintains close liaison with federal, state and local government agencies concerning Department projects and financial matters. Coordinates as required with other City departments in the carrying out of duties and responsibilities to ensure compliance
- In absence of the Director of Aviation may serve as Director.

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 or an equivalent in-depth specialized training program that is directly related to the type of work being performed.

EXPERIENCE:
Twelve years of experience in civil aviation, or experience related to duties to be performed, are required.

SUBSTITUTION:
Four years of directly related professional experience may be substituted for the education requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:
Errors in work lead to major costs and problems, impacts are typically short-term but may have some affect on the long-term performance of the City. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Deputy Director or the equivalent. This position is typically over the Assistant Directors and reports directly to the Department Head/Director. This level of supervision has a very significant level of input regarding personnel actions, such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Deputy Director or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Deputy Directors and occasionally with Department Heads/Directors. Interaction requires expert skills in persuasion, influence and motivation of personnel at the highest level. Issues are complex and require diplomacy and negotiation; e.g., controversial operating relationships, final decision-making and problem-solving discussion regarding City objectives and goals.

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, which 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 Deputy Director

Effective: October 1990
Revised: January 2026