



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 941.4

Job Title: **ASSISTANT AIRPORT MANAGER**

Pay Grade: 29

GENERAL SUMMARY:

Under the direction of the Airport Manager, manages, coordinates and plans through subordinate personnel, activities concerned with the Administration/Customer Service, Operations, or the Maintenance of airport facilities.

RESPONSIBILITIES:

- Supervises Airport Superintendents of various branches of the airports in daily programming, scheduling and monitoring of workload.
- Maintains a rapport with tenants and users of the airports to alleviate operational, maintenance or administrative problems.
- Interprets and executes policies concerning the operation, maintenance or administration of the airport to maximize efficiency, productivity and customer service.
- Develops specifications for equipment used at airport and reviews equipment publications. Obtains data and determines applicability and feasibility of equipment in question.
- Prepares budget requirements for division, analyzes needs, and justifies expenditures for personnel and equipment.
- Coordinates with the Federal Aviation Agency and other governmental agencies to assure the safe, secure and efficient operation of the airport.
- Assists in the coordination of planning for airport development.
- Reviews requisitions for supplies prior to submission to the Airport Manager.
- Reviews all personnel action recommendations for Airport Manager.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Business Administration, Engineering, Airport Management, Public Administration or a closely related field.

EXPERIENCE:

Seven years of professional experience in airport operations, business or maintenance are required, with three of those years in a supervisory capacity at the airport superintendent level. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

An advanced degree in Public Administration, Airport Management, Business Administration, Engineering or a closely related field may substitute for two years of professional experience.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

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:

Airport Supervisor
Airport Assistant Superintendent
Airport Superintendent
Assistant Airport Manager
Airport Manager

Effective: October 1990

Revised: April 1996