CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 941.5

Job Title: **SENIOR AIRPORT MANAGER (EXEC LEVEL)**

Pay Grade: 35

GENERAL SUMMARY:

Plans, organizes and implements through subordinate personnel major activities concerned with construction, maintenance and operations at large or medium hub airport facilities and safety/security functions in accordance with governmental agency, City and department policies and procedures.

RESPONSIBILITIES:

- Directs major operation and maintenance activities of large/medium hub airport facilities such as runways, terminals, lighting, equipment and other buildings. Ensures a high level of convenience in security delivery for domestic/international passengers.
- Directs through subordinates staffing levels, organizational concepts and changes, technical training programs, administration of consistent employee evaluation and disciplinary matters, and monitoring of aviation and industrial safety programs.
- Coordinates with city and federal officials and airline representatives to address issues concerning the design and development of airport facilities and formulation of operating rules, regulations and procedures.
- Develops and implements annual budgets for airport operations and/or maintenance. Makes recommendations for capital improvements. Reviews and authorizes budget expenditures for staffing levels, material and equipment acquisition.
- Formulates plans and procedures for use in the event of aircraft accidents, fires or other emergencies. Maintains operating manuals required by Transportation Security Administration regulations and ensures airport compliance with federal mandates.
- Represents the Director of Aviation and the Aviation Deputy Director of Operations and Maintenance before civic or other organizations/groups and makes recommendations concerning airport facility needs.
- Assists in the formulation of property policy enforcement of tenant lease provisions and collections of revenue.

SPECIFICATIONS:

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

EXPERIENCE:
Eight years of professional experience in civil aviation are required, with five of those years in management at least at the assistant manager level.

SUBSTITUTIONS:
Four additional years of professional experience in civil aviation may be substituted for the education requirement.

SPECIFICATIONS: (continued)

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.

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 Managers and Assistant 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 citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations and occasionally 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:
Assistant Airport Manager
Deputy Airport Manager (Executive Level)
Airport Manager (Executive Level)
Senior Airport Manager (Executive Level)

Effective Date: October 1990
Revised Date: November 2004
Revised: July 2025