CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 941.7

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

Pay Grade: 31

GENERAL SUMMARY:

Plans, organizes and implements through subordinate personnel activities concerned with construction, maintenance and operations of an airport facility in accordance with governmental agencies and/or city and department policies and procedures.

RESPONSIBILITIES:

- Operates and maintains a city owned airport facility.
- Plans, coordinates and directs staffing levels, organizational concepts and changes, employee training programs, employee evaluation and disciplinary matters and monitors aviation and industrial safety programs.
- Coordinates with officials to discuss plans of facilities, procedures and safety.
- Formulates procedures in case of accidents, fires or other emergencies and insures compliance with federal aviation mandates.
- Develops and implements annual budgets.
- Represents the Director of Aviation and the Aviation Deputy Director of Operations and Maintenance at civic or other organizations/groups and makes recommendations.
- Assists in the formulation of property policy provisions.

SPECIFICATIONS:

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

EXPERIENCE:
Six years of professional experience in civil aviation are required, with three of those years in management at least at the superintendent level.

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

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 could lead to major costs and problems, and could significantly affect short-term results 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 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 prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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
Airport Manager
Senior Airport Manager

Effective: October 1990
Revised: July 1999