



<b>Job Title</b>	<b>Aviation Assistant Director</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>12613</b>

**Class Specification – Aviation Assistant Director**

<b>Summary Statement:</b>	
<p>The purpose of this senior management position is to oversee one of two divisions at the Colorado Springs Airport – either the Business and Finance Division or the Operations and Maintenance Division. The Assistant Director of Business and Finance will oversee planning, development, construction, environmental, and property management functions, while the Assistant Director of Operations and Maintenance will oversee Airport Operations to include Badging and Communications, Facility Maintenance, Janitorial, Airfield/Landside Maintenance and Fleet functions. Other responsibilities for each of these positions include assuming the duties of the Director of Aviation in their absence. This is accomplished by planning, organizing, and managing the day to day and developmental activities of the Airport, by communicating the goals of the respective Division to all staff, business partners, and stakeholders, establishing and maintaining relationships with various Airport stakeholders, ensuring understanding and compliance of regulations, and measuring the effectiveness of the Division.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	<b>MANAGEMENT:</b> Assume management responsibility for assigned division of the Colorado Springs Airport including day to day management of the airport, inspection of airport activities and functions, and developmental activities in each respective Division. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within department policy, appropriate service and staffing levels. Plan, direct, coordinate and review the work plan for the division staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures, meet with staff to identify and resolve problems. Select, train, motivate and evaluate supervisory, technical and clerical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
30%	<b>TECHNICAL:</b> Oversee and participate in the development and administration of the



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	<p>Colorado Springs Airport annual budget; participate in the forecast of funds needed for capital projects, staffing, equipment, materials and supplies; monitor and approve expenditures. Manage and control the capital improvement program including construction of all new facilities, runways, taxiways and infrastructure. Oversee the operation of the Colorado Springs Airport in a manner consistent with all applicable Federal regulations, notably 14 CFR Part 139 and TSA Part 1542, all industry standards and best practices to ensure the safe and efficient operation of COS. Plan, organize, and manage the development of the Airport. Oversee air service development and develop concession business programs to assure quality operators and appropriate levels of revenue. Ensure compliance with all environmental requirements, laws, rules and regulations. Develop world class customer service skills across staff and with tenants. Stay abreast of new trends and innovations in the field of aviation/airport management.</p>
30%	<p><b>STAKEHOLDER ENGAGEMENT:</b> Represent the interest of City aviation/airport programs by conducting collaborative meetings with tenants and prospective tenants. Coordinate activities with federal and state officials to assure airport program integrity in the areas of certification, security, and funding. Serve as the liaison for the Airport with other City Departments and outside agencies, including law enforcement, ARFF, and the military; negotiate and resolve sensitive and controversial issues. Direct and serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence. Provide responsible staff assistance to the Director of Aviation. Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to aviation/airport programs, policies and procedures as appropriate. Attend and participate in professional group meetings; Respond to and resolve difficult and sensitive citizen inquiries and complaints.</p>

<p><b>Competencies Required:</b></p> <p>Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p> <p>Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>
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**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Specific skills relevant to this position include an understanding of Airfield Design, governmental procurement processes, airfield pavements, field and fleet maintenance, and business management and development.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in business administration, aviation, or a related field.

**Experience:** Five years of full-time professional aviation/airport experience, including two years of lead/ supervisory responsibility.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards



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established by departmental policy.	
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**Supervision Exercised:**  
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**  
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**  
 This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.



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**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014