

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

HUMAN RESOURCES DEPARTMENT EMPLOYMENT AND COMPENSATION DIVISION	Job Title	Assistant Director of <u>Aviation, Operations</u>
	Sch & Grade	<u>PAT-14</u>
	Class Code	<u>AB02</u>
	FLSA Status	<u>Exempt</u>
	Bargain Unit Elig.	<u>Not Eligible</u>
	Occupational Group	<u>Airport Management</u>

PRIMARY PURPOSE:

Serves as principal assistant to the Director of Aviation; independently performs airport management work in directing the activities of the Springfield-Branson Regional Airport.

SUPERVISION:

Under the general supervision of the Director of Aviation; supervises division supervisors, working leaders, and support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the operations and maintenance functions of the Springfield-Branson Regional Airport.
2. Supervises professional, technical, and clerical employees engaged in the development and execution of department activities and assignments.
3. Advises the Director regarding department-wide programs, projects, and activities including making recommendations, formulating and implementing department policy.
4. Supervises the receipt, storage, quality control and dispensing of aviation fuels and oils at the airport.
5. Directs Airport safety, security, and inspection programs and insures they are in compliance with regulatory agencies.
6. Oversees the reporting and dissemination of information regarding Airport and facility conditions, safety and hazards, and information services to the public.
7. Coordinates mutual assistance programs with city law enforcement and fire fighting agencies.
8. Designated as the person in charge during periods of specific emergencies.
9. Prepares and presents a wide variety of both verbal and written reports dealing with aviation topics.
10. Participates in the development of the departmental budget.
11. Travels to a variety of on- and off-site locations related to airport business.
12. Assists the Director of Aviation in all work of the Airport in whatever respect and manner directed.
13. Performs the duties of the Director and acts in the Director's official capacity in the Director's absence.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, practices, standards, and current trends in airport management; federal programs and their applicable regulations related to airport operations and facilities; quality management techniques; general knowledge of budget development and financial statements.

Abilities

Plan, develop, organize, and administer operational and maintenance programs for the City's airport; assess situations accurately and make recommendations based on sound, independent judgment; work independently with little or no direction; develop staff members; review and interpret contracts, grants, and leases; prepare and present comprehensive reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, outside agencies, and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Airport Management, Business Administration, Engineering, or a related discipline plus at least three years progressively responsible professional experience at a 139 certificated airport dealing with Airport operations and maintenance issues in a management capacity.

Physical Requirements

Must be able to respond in a timely manner to address airport emergencies; visually observe and identify problems and violations regarding airport operations; must be able to receive and transmit information via airport communications equipment; pushes and pulls up to 25 pounds.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may be exposed to extreme weather conditions when overseeing snow and ice removal activities; may be subject to safety hazards associated with airport emergencies.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License; Certification as an Accredited Airport Executive (AAE) is preferred but not required. Ability to obtain AAE within two years of appointment is required.

Miscellaneous Requirements

Must be able to complete a background investigation as required by the Federal Aviation Administration (FAA) regulations; subject to emergency call-in.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Update Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____