

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Aviation Director		
<b>Job Code:</b>	DH1011	<b>Job Family:</b>	Department Head
<b>Pay Grade</b>	309	<b>Date Created:</b>	09/29/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### **GENERAL SUMMARY**

Plans, directs, manages and oversees the activities and operations of the Aviation Department. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to an Assistant City Manager.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Directs the activities of the Aviation Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Manages the development and implementation of departmental goals, objectives, policies and priorities for the Aviation Department.
4. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Plans, directs and coordinates, through subordinate level management staff, the Aviation Department's work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
7. Represents the Aviation Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

8. Selects, trains, manages, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; complete related personnel matters.
9. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
10. Reviews all significant reports, plans, and documents drafted by staff members; directs the writing of new rules and regulations and/or proposals for new programs or projects.
11. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and prepares and present staff reports and other necessary correspondence.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
15. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of an aviation facility.
  - Principles and practices of program development and administration.
  - Methods and techniques of statistical data collection and analysis.
  - Principles and practices of municipal budget preparation and administration.
  - Principles and procedures of financial reporting.
  - Principles and procedures of management systems and reporting.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - City personnel policies and procedures.
  - Principles and procedures for developing goals, objectives and management plans.
- **Skill in:**
  - Management, leadership and human resources.
  - Negotiation techniques.
  - Customer service.
  - Project management, time management and organization.
  - Public speaking.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.

- Manage and direct an aviation facility.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze data and information; draw conclusions; propose responsive actions.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of subordinate staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new aviation methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Operate a computer and other office equipment; develop graphic presentations.
- Maintain confidentiality of certain City information.
- Operate assigned vehicle to travel to various meetings and events in the City.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in airport management, public administration, business administration or a related field and eight years of experience in directing, operating, marketing and maintaining aviation facilities, including four years of administrative and supervisory experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.