

MAJOR FUNCTIONS

This is responsible administrative, supervisory and technical work directing the security activities of Tallahassee Regional Airport; serving as the federally mandated Airport Security Coordinator; directing the division's administrative functions; developing and maintaining the Airport's Rules & Regulations and Airport Minimum Standards; assisting in the day-to-day direction of the division and serving as division superintendent as needed. Work is performed with considerable independent judgment while working within established policies and procedures under the general direction of the Superintendent–Airport Operations. Incumbent is expected to exercise considerable discretion and initiative in the performance of daily tasks. Work is reviewed through conferences, reports, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, assigns, evaluates and supervises the work of subordinate employees engaged in airport security activities. Functions as federally mandated Airport Security Coordinator. Oversees Airport Police Unit, and serves as the Department's liaison with the Transportation Security Administration (TSA) and other federal, state and local law enforcement agencies. Administers the federally mandated fingerprint based criminal history records check and security identification badging programs. Manages the airport's Notice of Violation program. Maintains the TSA mandated Airport Security Program, automated airport access control system and lock and key program. Manages the Airport Communications and Surveillance Center, including developing applicable plans, procedures and policies. Assures conformance with federal, state and local laws, rules, and codes with respect to airport security activities. Coordinates the division's annual budget preparation; monitors related requisitions, expenditures, payroll and receipts. Coordinates the scheduling of division personnel. Ensures compliance with Federal Aviation Regulations and Advisory Circulars. Oversees the development, implementation and enforcement of required training programs. Makes oral and written presentations on programs, projects, and other matters to subordinates, management and other bodies. Assists unit supervisory staff with operational, technical, administrative and personnel issues. Serves as the division's liaison for media issues and public inquiries. Possesses the Division Superintendent's signatory authority and acts as the division superintendent in his/her absence. Recommends the hiring, promotion discipline and dismissal of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Assists division superintendent as requested on major programs and projects for the division and/or department. Serves on the Airport Security Consortium Committee and North Florida Regional Domestic Terrorism Task Force. Keeps abreast of general and job specific developments, improvements, trends and innovations. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of airport operations and security procedures, processes and trends. Thorough knowledge of federal, state and local rules and regulations pertaining to airport operations and security. Considerable knowledge of Federal Aviation Regulations and Advisory Circulars. Considerable knowledge of aircraft/airspace operating rules and regulations. Considerable knowledge of air terminal and airfield maintenance procedures, techniques and problems. Considerable knowledge of standard record keeping. Considerable knowledge of modern administrative practices and procedures. Considerable knowledge of the principles of supervision,

training and performance evaluation. Must possess strong leadership skills and abilities. Ability to plan, assign, train, review and supervise work projects of subordinate personnel, and to coordinate a wide variety of continuing projects. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with subordinates, peers, management, media and the general public. Ability to prepare reports, maintain records, analyze data, make procedural decisions and administer programs. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in aviation management, business or public administration, criminal justice or a related field and four years of professional experience that includes commercial airport operations or similar military experience, or an equivalent combination of training and experience. One year of supervisory experience is also required and must be part of the aforementioned experience.

Necessary Special Requirements:

In accordance with 49 CFR Part 1542, employee must successfully complete a fingerprint-based history records check and personal background check prior to employment.

Must possess a valid Class "E" State driver's license at the time of appointment.

Established: 07/10/04

Revised: 11-18-13*