

MAJOR FUNCTION

This is responsible managerial and professional work directing the financial, administrative, planning and development activities of the Aviation Department; assisting in the day to day direction of the department; and serving as department director as needed. An employee in this class has on-going contact with the public, media, officials of county, state and federal organizations, and contracted service providers. Considerable independence judgment, discretion, and initiative are exercised by an employee in this class. Work is performed under the administrative direction of the Director-Airport and is reviewed through conferences, reports, observations, and evaluation of completed projects.

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

Plans, directs, administers and coordinates the work of administrative, professional and paraprofessional employees engaged in an array of comprehensive financial management, accounting, budgeting, personnel, planning, and development activities required to support the Aviation Department and its operations. Oversees the preparation, review and submission of all reports associated with areas of responsibility. Manages the preparation and administration of related contracts, grants and assurances. Handles issues related to airlines, tenants, developers and the general public. Manages issues related to airline rates and charges, and passenger facility charges. Attends meetings and makes presentations to the City Commission, public, community groups, other groups and public officials. Prepares and/or reviews Commission agenda items. Serves as the department's liaison to the media and responds to City Commission, management, media, and public inquiries. Provides direction to the department's Business Services unit as necessary. Possesses the director's signatory authority and manages the Aviation Department in the absence of the Director-Airport. Recommends the selection, advancement, grievance resolution, discipline and dismissal of subordinates. Evaluates employee performance and recommends merit increases. Performs related work as required.

Other Important Duties

Serves on various committees as the Aviation Department's representative. Coordinates other activities and manages special projects as assigned by the Director-Airport. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of principles, practices, procedures and requirements as applied to areas of responsibility. Thorough knowledge of personnel, procurement, finance, accounting, planning, development, grants, and the ability to apply them in a commercial airport environment. Thorough knowledge of the principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, and organize programs and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to airport programs and projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present long-range airport plans and programs. Ability to prepare clear and concise reports. Ability to communicate effectively, orally and in writing. Possess management styles and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communications skills. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration, or a related field and six years of professional and administrative experience in finance, accounting, or administration. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must be a Certified Public Accountant or a Certified Management Accountant at the time of appointment.

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

Note: Prefer applicants with experience in commercial airport management and administration.

Established: 02-01-98
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10-10-03*
08-10-09*