

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Airport Deputy Director Operations

CLASS CODE: 1639

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification provide direction to departments responsible for the operation, maintenance and security of a large international airport.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the General Administrative Series – Airport Management Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification include the overall management of all airside and landside operations and maintenance and shall have authority to act in the absence of the Director of Airports.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate managers, supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the daily operations and maintenance of all airport buildings, including security and Fire Department matters.

Establishes operational priorities, coordinates these operations with other functions within the agency, and ensures program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs.

Responsible for the FAA certification of the airport.

Contributes to the formulation and justification of budgetary requests for the airport. Assists with the preparation of airport budget.

Serves as the airport's point of contact with local and regional representatives of the FAA, air traffic control tower, technical operations, flight standards district office, airlines, fixed base operators, fueling agents, military agencies and other airport tenants.

Resolves problems between airport departments, federal, state and local governments, and airport tenants.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Conducts leadership training and develops leadership skills of subordinate managers and supervisors.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Provides direction to various departments within the airport.

Participates in strategic planning meetings to develop overall airport strategy and assists with development of airport goals and objectives.

Negotiates settlements as needed in contract or legal disputes.

Responds to emergency situations in order to restore order and security.

Supervises subordinate managers to effectively run operations, maintenance, security and related airport services.

Pursues, negotiates, and develops partnership with business and local community.

Serves as acting Director of Airports in his or her absence.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a motor vehicle, personal computer, two-way radio, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as daily operations log, aircraft statistics, construction plans, performance appraisals, lease agreements, manuals and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease, or pathogenic substances.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks, such as the colors of airfield markings and the odor of noxious fumes.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.