



Office of Human Resources
Aviation Security Manager - CA2819
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General Statement of Duties

Manages the badging, permitting, enforcement and compliance security functions of Denver International Airport (DIA) according to plans based on federal regulatory requirements, annual goals and the strategic plan. Resolves citizen, operational, and management issues. Achieves goals while ensuring resources are utilized appropriately.

Distinguishing Characteristics

The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager position is operationally and/or functionally focused.

This classification is unique to Denver International Airport. The positions report to the Aviation Security Director.

Level of Supervision Exercised

Manages a work group within the security section by managing supervisors and/or individual contributors.

Essential Duties

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Manages the activities that provide overall physical facility security, airport credentialing, facility access control, contract security management and policy and procedure development to maintain compliance with all federal, state and local aviation security regulations.

Interprets Department of Homeland Security (DHS) and Transportation Security Administration (TSA) federal regulations and maintains and updates the Airport Security Program (ASP). Develops policies and procedures to meet those requirements.

Communicates needs and issues to the Director of Aviation Security and Senior DIA management regarding federal regulatory requirements.

Communicates needs and issues to the airport technology staff regarding computer systems that are used to fulfill federal regulatory requirements and the aviation security section's needs.

Is designated as an alternate Airport Security Coordinator (ASC) and participates in the Incident Command System (ICS) in various Section Chief roles or as Incident Commander during security related events. Performs "on-call" 24/7 ASC support on a rotating basis.

Manages the initiation and development of various contracts for services related to the security mission and manages the oversight of these contracts once implemented.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards.

Monitors and directs daily operations to ensure that policies and procedures are being followed. Ensures that goals and objectives are met, services are being provided efficiently and effectively, and takes corrective action when needed.

Ensures staff and financial resources are utilized appropriately and shifts resources based on business needs within budget constraints.

Resolves operational and management issues and makes decisions that are inclusive of multiple perspectives and solves underlying problems.

Represents the Director of Aviation Security and/or airport security in meetings with elected and/or appointed officials and other city entities. Serves as a city representative on various committees with external stakeholders. Fosters collaborative relationships that benefit the organization.

Creates and administers work group procedures and recommends and implements process improvements and policies for work group(s).

Establishes performance metrics for staff and work area(s). Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Resolves escalated employee and citizen complaints.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Participates in the development of budget recommendations for operating and capital expenditures and responsible for tracking and managing approved budget programs and individual accounts.

Participates in DIA's snow removal program as required.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

None

Education Requirement

Bachelor's Degree in Aviation Management, Business Management, Criminal Justice or a related field.

Experience Requirement

Three (3) years of supervisory experience in aviation security or operations or Three (3) years of experience at an Administrator level in aviation security or operations.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Completion of Airport Security Coordinator (ASC) classroom training by a source recognized and approved by the Transportation Security Administration within six months of employment.

Completion of intermediate and managerial National Incident Management System (NIMS) and Incident Command System (ICS) training to fulfill Section Chief and potential Incident Commander responsibilities within six months of employment.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Subject to dealing with ambiguities.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification
Education Check
Motor Vehicle Record
Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-816
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: