General Statement of Duties

Provides strategic leadership and management of a business unit within the Department of Aviation to direct the business unit’s functional and operational areas to coordinate the delivery on the airport’s strategic plan, adherence with financial and budget goals; and manages relationships with internal and external stakeholders while establishing a multi-year business unit vision and strategic plan which supports the implementation of the Airport’s Strategic Plan and Capital Growth goals.

Distinguishing Characteristics

The Deputy Director of Aviation is the highest level of management at Denver International Airport, other than appointees. A Deputy Director of Aviation provides holistic direction and leadership to a specific division in support of the Deputy Executive Director of Aviation for the division. This position is responsible for providing feedback and direction to the Manager of Aviation, Director, and Manager positions. A Deputy Director of Aviation position is strategically focused.

This position is unique to Denver International Airport and reports to the Deputy Executive Director of Aviation.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of Charter, legal, and professional regulations and objectives.

Work assignment involves creating, establishing, developing, and directing the vision and mission for an agency, major division, or department which it was created by establishing its programs, functions, projects, policies, and procedures. Establishes organizational production and performance standards and determines resources. Duties performed involve many abstract factors to be evaluated and weighed requiring a high degree of concentration, analytical ability, judgment, and decision-making.

The position is responsible for determining strategic structure, goals, objectives, and resources and for providing leadership for the agency/department and the community it serves. Determines strategy priority shifts for the agency or department.

Level of Supervision Received & Quality Review

Under executive direction, the employee is delegated personal responsibilities and authorities over a division, agency, or department. Agency managers or directors, the Mayor, cabinet members, and/or a commission or board may review work for soundness of judgment and conclusion.

Interpersonal Communication & Purpose

Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the organization.

Level of Supervision Exercised

Directs and provides feedback and oversight for positions classified as Deputy Manager of Aviation, Directors and Managers.
**Essential Duties**

Establishes the long-term vision and strategic plan for the division in conjunction with the airport’s leadership team while integrating the perspectives of policy makers and elected officials.

Manages the development and implementation of the division’s goals, objectives, policies, performance standards, and priorities that enable employees and the division leaders to be successful.

Maintains community, regulatory, and external awareness to monitor conditions, trends, innovations and practices that may have implications for the airport.

Incorporate systems thinking to help lead change that supports continuous improvement.

Coordinates with other division leaders to ensure the safe operation of the airport, compliance with applicable government regulations, and retention of FAA Certification.

Creates division organization design and optimizes resource allocations based on the long-term vision of the airport and available financial resources.

Provides leadership and direction to division leaders to ensure the continued development and management of the workforce. Monitors work teams, work assignments and priorities to efficiently and effectively accomplish the division’s mission, goals, and objectives.

Establishes effective decision-making processes that achieve goals and objectives. Ensures divisions accomplish annual work plans, strategic initiatives, and performance standards.

Resolves complex issues with multiple internal and external stakeholders to identify solutions which add value to the overall management of the airport. Initiates new programs which represent innovative or state of the art approaches to resolving system-wide problems.

Represents division in meetings with elected and/or appointed officials and other city entities. Serves as the airport representative with a variety of public, business, and community organizations and fosters collaborative relationships to benefit the airport.

Cultivates and maintains positive working relationships with representatives from other divisions, the aviation industry, government agencies, community and business groups, and legislative officials.

Delegates responsibility and authority over operational areas and functions to division leaders. Develops and establishes standards, procedures, systems and guidelines for division leaders.

Performs other 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**

Creating and Conceptualizing - Identifies and produces innovative ideas and thinking strategically. Promotes best practices and leading-edge ideas.

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

External Awareness - Identifies and understands economic, political, and social trends that affect the organization.

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

Persuading and Political Influence: Gaines clear agreement and commitment from others by persuading, convincing, and negotiating. Makes effective use of political processes to influence others.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Knowledge & Skills**

Knowledge of airport operations and security sufficient to be able to determine priorities, goals, and objectives of the division.

Knowledge of Federal security regulations and associated programs sufficient to be able to maintain compliance.

**Education Requirement**

Bachelor’s Degree in Business Administration, Aviation Management, Public Administration, Construction Management, Engineering, Architecture, or a related field.

**Experience Requirement**

Seven (7) years of experience directing and managing a division, agency, or operation to include managing a workforce, fiscal management, operational management and strategic decisions.

**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**

None

**Working Environment**

Pressure due to multiple calls and inquiries.
Subject to long irregular hours.
Subject to many interruptions.
Subject to traffic, roadways, and pedestrians.

**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
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Vision far acuity: ability to see clearly at 20 feet or more.
Color vision: ability to distinguish and identify different colors.
Vision near acuity: ability to see clearly at 20 inches 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

**Assessment Requirement**
None

**Probation Period**
Six (6) months.

**Class Detail**
- Pay Grade: A-822
- FLSA Code: Y
- Management Level: 3
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date:
- Revised By:
- Class History: