



Office of Human Resources
Deputy Executive Director of Aviation - GA2862
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Provides executive level, strategic leadership and management for divisions and functional areas within the Department of Aviation, by establishing a long term vision and strategy, overseeing the development of strategic goals and objectives, and ensuring the accomplishment of annual work plans, strategic initiatives, and performance standards. Builds and maintains key partnerships to ensure the long-term ability of Denver International Airport to provide quality aviation services and economic development for the region.

Distinguishing Characteristics

The Deputy Executive Director of Aviation is solely used for positions appointed to serve at the pleasure of the Executive Director of Aviation.

The Deputy Executive Director of Aviation is distinguished from the Deputy Manager of Aviation, which directs and manages the operations of divisions within the Department of Aviation such as airfield operations, airport infrastructure management, finance, communications, technologies and revenue development.

The Senior Deputy Manager of Aviation is also distinguished from the Executive Director of Aviation, which the head of the department of aviation, functioning as Denver International Airport's chief executive officer.

Level of Supervision Exercised

Manages positions classified as the Deputy Manager of Aviation along with other management-level positions.

Essential Duties

Establishes the long term vision and strategic plan for divisions and functional areas to compliment the overall mission, vision, and strategic plan for the Department of Aviation.

Sets the primary direction and focus and manages the development and implementation of goals, objectives, policies, and priorities for divisions and functional areas, keeping focused on the long-term ability of Denver International Airport to provide quality aviation services and economic development for the region.

Plans and oversees implementation of large-scale, high profile and major projects for the Department of Aviation.

Reviews, approves, and ensures the accomplishment of annual work plans, strategic initiatives, and performance standards for divisions and functional areas. Obtains progress and completion updates for continuous evaluation and corrective action. Acts as a champion for continuous improvement strategies and opportunities.

Presents solution options to generate buy-in and acceptance from stakeholders on controversial matters involving the Department of Aviation. Resolves complex issues with multiple internal and external stakeholders which add value to the overall management of the organization.

Builds key partnerships with internal and external stakeholders to better position the organization to achieve its overall vision and mission. Engages others to support the organization's projects and initiatives through collaborative and cooperative approaches.

Oversees the financial status of divisions and functional areas to include: developing long and short range financial plans; monitoring the budget to ensure sound financial controls are in place; and setting financial priorities to ensure the organization is operating in a manner that supports the city's financial goals.

Coaches, develops, and challenges staff. Collaborates with human resource and legal advisors on human resource issues requiring the organization's top management involvement. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

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.

Communicates with all staff as part of the organization's human resource management strategy, shaping and influencing the organizational culture, work environment and staff relationships.

Performs other duties as assigned or requested.

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

Thinking Strategically - Thinks strategically and 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 - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

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

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

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

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 or a directly related field.

Experience Requirement

Five (5) years of experience directing and managing a division, agency, or operation to include managing human resources, fiscal, operational 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.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
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
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-824

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: