General Statement of Duties

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. Directs functional and/or operational areas that include establishing a multi-year vision and strategic plan for the organization, optimizes resource allocations, and ensures the organization accomplishes annual goals and strategic initiatives. 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. Directs functional and/or operational areas that include establishing a multi-year vision and strategic plan for the organization, optimizes resource allocations, and ensures the organization accomplishes annual goals and strategic initiatives.

Distinguishing Characteristics

The Deputy Manager of Aviation is the highest level of management class at Denver International Airport, other than appointees or elected officials. A Deputy Manager of Aviation directs divisions and is responsible for supervising directors, managers, supervisors, and individual contributors. A Deputy Manager of Aviation position is strategically focused.

This classification is unique to Denver International Airport and reports to the Manager of Aviation.

Guidelines, Difficulty and Decision-Making Level

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

Work assignment is unstructured and employee is responsible for establishing and directing the mission, vision, and objectives of the organization.

Duties performed involve weighing and evaluating multiple complex and abstract factors requiring a high degree of concentration, analytical ability, judgment, problem solving, and an external awareness on a variety of political, business, and community factors.

Employee is responsible for directing multiple divisions, generally with city-wide responsibilities, that require developing and implementing strategies, objectives, and policies; defining an organizational structure and required resources; establishing organizational performance standards; and providing leadership for the organization and the community.

Level of Supervision Received & Quality Review

Work is reviewed for the attainment of strategic goals, overall service delivery, compliance, and fiscal accountability with specified city-wide objectives from City Charter and Ordinances.

Interpersonal Communication & Purpose

Communication at this level tends to be externally focused. Involves establishing and maintaining effective working relationships with employees, other executives, and elected/appointed officials. Serves as the principal representative accountable to community-based organizations, the business community, and/or the public for critical issues that affect the department and/or the city.
**Level of Supervision Exercised**

Supervises aviation and/or public safety directors and managers of the sections within the division.

**Essential Duties**

Establishes the long-term vision and strategic plan for the airport in conjunction with the Manager of Aviation and other executives, directors, and managers while integrating the perspectives of policy makers and elected officials into plans.

Manages the development and implementation of the airport’s goals, objectives, policies, and priorities that enables employees and the organization to be successful now and in the future.

Maintains external awareness, monitoring conditions, trends, innovations, and practices that may have implications for the airport. Incorporates systems thinking to help lead change that supports continuous improvement.

Coordinates with other aviation deputy managers to ensure the safe operation of the airport, compliance with applicable governmental regulations, and retention of FAA Certification.

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

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision-making processes that achieve goals and objectives.

Resolves complex issues with multiple internal and external stakeholders which add value to the overall management of the airport.

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

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

Ensures divisions accomplish annual work plans, strategic initiatives, and performance standards.

Develops and monitors work teams, work assignments and priorities to accomplish the division’s mission, goals, and objectives efficiently and effectively.

Makes recommendations for and participates in developing and modifying the organization's strategic plan.

Delegates responsibility and authority over operational areas and functions to subordinate managers and staff.

Develops and establishes standards, procedures, systems and guidelines for subordinate directors and managers.

Develops and manages the budget for the division and allocates funds with the budget to accomplish objectives.

Initiates new programs which represent innovative or state of the art approaches to resolving system-wide problems.
Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Implements and maintains policies and procedures set forth by higher-level managers.

Determines the priorities, goals, and objectives of the division.

Directs the development of performance evaluation standards for sections managed within the guidelines set by top management. Formally evaluates the work of directly subordinate directors and managers and other staff.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long-range development of employees.

Provides expert advice on organizational matters to internal and external stakeholders.

Directs the implementation of human resource policies, practices, and procedures.

Performs other related 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.

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

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

**Education Requirement**

Bachelor’s Degree in a field related to the specific functional or operational area.

**Experience Requirement**

Three (3) years of management level work experience which must have included managing professional level staff specific to the functional or operational area in the field of study.
One (1) year of management experience must include budget and fiscal oversight responsibility, evaluation of business processes, and policy and decision making experience with planning and organizing multiple programs, projects, operations or functions.

**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.

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

**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
Motor Vehicle Record
By position, Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

At-Will Position.
Class Detail

Pay Grade: A-821
FLSA Code: Y
Management Level: 3
Established Date: 1/1/2018
Established By: Lori Schumann
Revised Date: 4339
Revised By: Blair Malloy
Class History:

1/17/18 - Simplified education requirement.

1/25/18 - Updated required background check list.