



Office of Human Resources

Director Aviation Security - CA2760

General Statement of Duties

Directs the work of the Airport Security section at Denver International Airport (DIA) including developing annual and multi-year work plans, operating budgets, and strategies, ensuring resources are available to achieve work plans, resolving complex business issues, and establishing management practices and processes that ensure the accomplishment of performance standards.

Distinguishing Characteristics

The Director is a mid-level management class. A Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors in a regulatory environment. A Director position is operationally and/or functionally focused as well as strategically focused.

This is a single-position class at Denver International Airport. The classification of Manager of Aviation Security reports to this classification.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated mission, vision, and objectives for the organization.

Work assignment is unstructured. Employee is responsible for developing, directing, and managing outcomes and multi-year strategies in order to achieve the objectives of the division/agency.

Duties performed involve weighing and evaluating multiple, complex factors requiring a high degree of judgment, analytical ability, and problem solving.

Employee is responsible for managing multiple operations or functions, generally with city-wide responsibilities, that require developing and implementing strategies, business plans, and policies; determining required resources; defining and evaluating agency/division performance standards; and resolving complex business problems.

Level of Supervision Received & Quality Review

Responsible and accountable for driving a business strategy and achieving results for a division/agency with multiple functions or units.

Work is reviewed for soundness of judgment and conclusions, fiscal accountability, and the attainment of goals and objectives of the organization.

Interpersonal Communication & Purpose

Communication at this level is internally and externally focused. Involves establishing and maintaining effective, collaborative working relationships with employees, peers, and other stakeholders including appointed and elected officials. Provides information and negotiates solutions to business issues that have major consequences or long term significance.

Level of Supervision Exercised

Directs the managers, supervisors, and employees responsible for the security of Denver International Airport. Collaborates with the Command Staff of the Airport Bureau of the Denver Police Department to ensure officers are in compliance with City and County and federal regulations/requirements.

Essential Duties

Directs Security activities through many operational and functional programs to include, explosive detection and awareness, airport badging and permitting, airport compliance and enforcement, security screening support and resolution, and emergency response and support.

Directs the development of security policies and procedures to enforce all Transportation Security Administrations (TSA) and Airport Security Program (ASP) regulations.

Directs the development and provides the strategic vision regarding policies and procedures for aviation credentialing for airport and airline employees, installation, operation, and maintenance of the airport's security access control systems, security incident response, and physical security infrastructure protection

Coordinates all special, non-standard passenger movements throughout the airport and collaborates with other federal, state, and local law enforcement agencies to support aviation security.

Is designated as an 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. Directs the development and training of the alternate Airport Security Coordinators (ASC) to ensure compliance with all federal regulatory requirements.

Monitors current and future national legislative actions and initiatives regarding the Department of Homeland Security (DHS), the TSA, and the Homeland Security Investigations (HSI) to identify refinement in airport industry security policies and procedures.

Collaborates with the Technologies Division to research and apply new technologies to maintain the airport's security systems and ensure the best solution is implemented for situational awareness to the airport's routine and non-standard operations.

Internal collaboration with Technologies, Hi-Tech, and Planning & Development for operational and strategic support of the airport's security systems and infrastructure.

Collaboration with stakeholders: air carriers, concession tenants, vendors, contractors and ground transportation to address security concerns and allocate resources for functional and operational areas.
Facilitation of airport law enforcement activities and collaboration to ensure a unified approach across multiple jurisdictions to support the airport's strategic plan.

Plans future security projects, programs, and technology to support the growth and complexity of DIA. Planning includes identifying funding sources from federal, state, and local grant opportunities, capital improvement dollars or even current operating and maintenance funds

Provides security related expertise to other divisions of DIA on current and future airport projects to ensure compliance with security regulations, policies and procedures.

Collaborates with Airfield Operations, Terminal Operations, and the Training and Exercise Design team to design, develop, and conduct security drills, table-top, and exercises to evaluate security contingencies and security policies and procedures.

Selects, trains, develops, and evaluates subordinate staff. 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.

Provides strategic planning and development for the Airport Security's Operating and Maintenance and Capital Budgets and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

Represents the Deputy Manager of Aviation – Airport Operations and/or the Airport Operations Division in meetings with elected and/or appointed officials and other city entities as necessary/directed. Serves as a city representative on various committees with external stakeholders. Fosters collaborative relationships that benefit the organization.

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

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

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.

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 the National Incident Management Systems sufficient to be able to work with other agencies/departments during all airport emergencies.

Knowledge of safety and security practices sufficient to be able to coordinate and provide security.

Education Requirement

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

Experience Requirement

Five (5) years of security management experience in a medium or large hub airport.

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

By position, requires a valid Driver's License at the time of application.

Completion of Airport Security Coordinator training and Certification provided by the Department of Homeland Security. Achievement of National Secret Level Security Clearance by the Department of Homeland Security.

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 varying and unpredictable situations.
Subject to long irregular hours.
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.
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
By position, Motor Vehicle Record
Additional airport security clearances

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-818

FLSA Code: Y

Management Level: 4

Established Date: 9/21/2018

Established By: Lori Schumann

Revised Date: 1/1/2019

Revised By: Susan Keller

Class History:

01/01/2019 - Updated pay grade per pay survey market changes.