

DIRECTOR OF AVIATION

DEFINITION

Under general direction, plans, organizes and directs the activities of the Fresno Yosemite International and Chandler Executive Airports.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Manager. Exercises direct supervision over supervisory, professional, technical, maintenance and clerical staff.

DISTINGUISHING CHARACTERISTICS

The Director of Aviation is responsible for the development and implementation of policies and procedures relating to the operation, maintenance, long-range planning, and fiscal management of the Fresno Yosemite International and Chandler Executive Airports. This is an unclassified position in which the incumbent serves at the will of the City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Develops and implements policies and procedures relating to the operation, maintenance, long-range planning and fiscal management of the Fresno Yosemite International and Chandler airports.

Acts as technical advisor to the City Manager and City Council on department issues.

Attends meetings of City Council, boards, commissions and committees regarding environmental assessments and Federal Aviation Administration regulations.

Prepares and administers the department's annual operating and capital budgets.

Reviews plans, policy recommendations, budget estimates and proposed ordinances submitted by division heads.

Selects, supervises, coordinates, and reviews and evaluates the work of, subordinate managers.

Confers with the City Manager regarding current and anticipated City and department needs; prioritization of those needs, and feasibility of alternative approaches to meeting them.

Coordinates activities with other departments, divisions sections and outside agencies.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of organization, administration, budget, and personnel management.

Laws, rules and regulations relating to air and ground transportation.

Principles, practices and procedures of airport development, planning, traffic control devices and airport safety.

Modern methods and techniques used in the design and construction of transportation projects.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Develop, implement and administer comprehensive transportation programs and standards.

Plan organize and direct the work of subordinate staff

Establish and maintain effective working relationships with City officials, subordinates ad the public.

Prepare clear, concise and comprehensive reports, records and other written materials.

Act calmly and quickly and make effective decisions in emergency situations and under adverse conditions.

MINIMUM QUALIFICATIONS

Experience:

Five years of progressively responsible recent high-level experience managing a multi-purpose, multi-structure facility, preferably at an airport of comparable size or smaller in the capacity of Director, or as an Assistant Director or Division Head in a larger airport.

Education:

A Bachelor's Degree in business, public administration, aviation or closely related field preferred. A Master's Degree in public or business administration desirable.

APPROVED: (Signature on file)
Director of Personnel Services

DATE: 12/28/2004