

AIRPORTS PUBLIC SAFETY ASSISTANT MANAGER

DEFINITION

Under direction, supervises, trains, and directs subordinates in the Airport Public Safety Division engaged in aviation security and law enforcement.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Public Safety Manager. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, conducts internal affairs investigations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

Airports Public Safety Assistant Manager is a single position class assigned to the Airport Public Safety section. The incumbent is responsible for planning, organizing, general police, and security functions for Airports Department facilities. This class differs from Airports Public Safety Supervisor in that the latter is the first-line supervisory class and from Airports Public Safety Manager in that the latter has full program responsibility for the Airport Public Safety unit. May act for the Airports Public Safety Manager in their absence.

This is an unclassified position in which the incumbent serves at the will of the Director of Aviation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans and directs operations, administrative assignments and exercises supervision over Airports Public Safety sworn and non-sworn staff.

Plans and organizes general law enforcement, aviation security functions and operations at Airports Department facilities.

Maintain POST records and training; California RIPA reporting requirements; and operational records and administers the section budget.

Conducts briefings, scheduling, and issues instructions in writing, by radio, telephone, or direct contact; calls in off-duty personnel for relief or emergencies.

Directs the operation and maintenance of the Airport's communications system and safety equipment.

Selects, trains, and reviews the work of Airports Public Safety personnel.

Coordinates a comprehensive safety inspection program relating to Airport facilities; mutual law enforcement plans with surrounding municipalities and agencies; and on-going training program to meet technological changes and unexpected emergencies.

Reviews security requirements and recommends adopting new or amending existing policies and procedures.

Supervises the preparation of personal injury and property damage reports.

Establishes and maintains effective working relationships with Airport tenants and the public.

Assumes command of Airport-related emergencies.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles, practices and procedures relating to the prevention and investigation of aircraft crashes and emergencies.

Local, state, and federal laws and regulations governing airport safety operations, laws of search and seizure, and the elements of misdemeanor and felony offenses.

Advanced first aid and rescue techniques.

The care and safe use of firearms.

The methods and techniques of patrolling and safeguarding buildings, installations, and related facilities.

The principles, practices and techniques of organization, administration, supervision, and training.

Basic Federal Aviation Administration and Transportation Security Administration laws, rules, regulations, standards, policies, and procedures; customs and boarder rules and regulations; and NIMMS and Unfilled command structures.

Skill/Ability to:

Operate modern office equipment including computer equipment.

Assist in planning, directing, and coordinating the Airport Safety Program under a variety of emergency conditions.

Establish and maintain effective working relationships with staff, representatives of other departments and outside agencies, tenants, and the public.

Prepare or evaluate technical and administrative reports.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Education:

Possession of an associate's degree, or equivalent completion of sixty (60) semester units, from an accredited college or university.

Experience:

Three (3) years of law enforcement (Sergeant or above) experience supervising law enforcement and/or special units.

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s):

Possession of a current and valid California Department of Justice Commission on Peace Officer Standards and Training (P.O.S.T.) Basic certification.

Prior to appointment, positions in Airports require successful completion of a Federal Aviation Administration (FAA) 10-year employment history verification, which includes a criminal history records check, POST background investigations, polygraph, psychological and medical exam.

Possession and continued maintenance of a valid Class C California Driver's License at time of appointment.

Possession of a valid First Aid and Cardiopulmonary Resuscitation (CPR) certificate must be obtained within the probationary period. Failure to obtain a valid First Aid and CPR certificate and maintain throughout the term of employment in this class will be cause for termination.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 7/8/2025

NEW: SM:vd 7/1/2025