



**CITY OF SHREVEPORT
CLASS SPECIFICATION**

**AIRPORT DIRECTOR
APPOINTED**

Class Status: Unclassified

Date Originated: May 1, 2015

Department: Airport

Date Revision: March 31, 2015

Job Code: 000830

FSLA: Exempt

POSITION SUMMARY: The Airport Director reports to and serves at the pleasure of the Mayor. The Director, appointed by the Airport Authority and confirmed by The City Council, is the chief executive officer of the Authority and is fully responsible for directing the activities and operations at Shreveport Regional Airport (SHV) and Downtown Airport (DTN). The Director is an appointed, exempt position within the personnel structure of the City of Shreveport and is responsible to the Mayor of Shreveport, the Chief Administrative Officer, Chairman and Members of the Authority. The administrative organization of the Authority is comprised of a professional staff including the following positions which report to the Director: Deputy Director of Airports; Manager of Administrative Services; Manager of Marketing and Public Relations; Project Manager; Downtown Airport Manager; and Chief of Airport Security.

The Director works closely with and attends staff meetings of the Mayor and Chief Administrative Officer of the City of Shreveport, maintains an open and working relationship with the City's Personnel Director and interacts with other City Officials and departmental personnel as appropriate as well as personnel decisions such as selection, training and discipline. The Airport Director reports to and has work reviewed by the Chief Administrative Officer.

ESSENTIAL FUNCTIONS:

Under general direction, the incumbent is responsible for the planning, organizing and general supervision of the Airport's airside operations, inclusive of some safety and security functions in accordance with the mission, goals, and objectives of the Aviation Division. The incumbent is also responsible for oversight and coordination of communications, aircraft noise and environmental issues, airport certification, and coordination of repairs and maintenance of the airside facilities and equipment. The incumbent acts for the Assistant Director of Aviation in his/her absence. Performs related work as assigned.

The Airport Operations Manager, Airside is responsible for airside functions and activities and reports directly to the Assistant Director of Aviation. The class differs from the lower class of Airport Operations Superintendent in that the incumbent of the lower class has narrower responsibility areas for the airside operations of the airport and receives supervision from the Airport Operations Manager, Airside.

1. Assures compliance of all relevant federal and state aviation regulatory agency rules and regulations that pertain to safety and security (FAR Part 139 and CFR 1542) as required for an FAA commercially certificated airport.
2. Assists the Assistant Director of Aviation in developing and implementing Airport operational policies and procedures to ensure the efficient operation and optimum safety and security of all facilities.
3. Develops, directs and coordinates major programs and functions of the Airside Operations department, such as airport communications, emergency coordination, airfield management, methods and procedures, Duty Managers, noise abatement, special projects and other activities as assigned. Issues appropriate notices as necessary.
4. Devises, coordinates, interprets and enforces rules and regulations concerning Airport operations and safety; assists in establishing compliance policies and procedures regarding all appropriate local, state and Federal regulations.
5. Directs the preparation and maintenance of Airside Operations directives and manuals, the Airport Emergency Plan (emergency procedures manual) and the Airport Certification Manual.
6. Manages, through subordinate staff, the noise abatement program; reviews and coordinates noise abatement policies and data collection with the Noise Abatement/Environmental Affairs Supervisor; develops approaches to noise problems.
7. Provides leadership and supervision of the Airside Operations department, including training, planning, organizing, staffing, and directing Airside operations staff; manages through subordinate staff the Airport Communications department; reviews and coordinates staff policies and procedures.
8. Responds to employee complaints and grievances; evaluates the performance of subordinate superintendents and supervisors and discusses results with employees; reviews evaluations of department staff for consistency and conformance to Port policies.
9. Oversees the inspection of runways, taxiways, and related aircraft ground operational areas for proper maintenance and safety conditions; evaluates wildlife/bird strike hazards; opens and closes runways and taxiways; ensures that the facility continually operates under certification requirements and applicable federal, state, and local regulations.
10. Oversees the gate assignment program and the enforcement of aircraft parking; ensures that it is monitored and in conformance with all applicable regulations and ordinances; initiates corrective action.
11. Maintains liaison with the Federal Aviation Administration, air traffic control tower and certification Prepares and recommends annual and long-term plans, programs, and budgets to the Assistant Director of Aviation exercises control over the planning, formulation and maintenance of expenditure control for the Airside Operations department budget.
12. Performs related duties as assigned .inspectors, airlines, airport tenants and others.

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's degree in Aviation Management, Business Management or related field; a minimum of seven to ten years of experience in the operations and management of a Part 139 Air Carrier airport; AND significant experience that can be demonstrated in working with State and Federal Grant programs, especially those associated with the Federal Aviation Administration and Department of Transportation – Aviation Division. Certification through the American Association

of Airport Executives as either a Certified Member or Accredited Airport Executive is_a plus. Director must have a minimum of five years management experience.

KNOWLEDGE:

1. City policies and procedures.
2. Principles and practices of public administration, effective employee supervision, effective employee supervision, administrative management, contract administration, and grand, administration.
3. FAA standards in Federal Aviation Regulations Part 139 (air carrier airports) and Part 1542 (airport security).
4. Airport rules and regulations.
5. Operations Standard Operating Procedures (SOPs).
6. FAA Advisory Circulars.
7. Airport Certification Manual.
- 8.. Principles and practices of airport planning, airport maintenance, airport security, public finance, project management and strategic planning.

SKILLS:

1. Using initiative, discretion and judgment within established procedures guidelines and rules.
2. Defining problems; establishing facts and drawing valid conclusions.
3. Managing situations requiring diplomacy, fairness, firmness and sound judgment. 4. Interpreting and applying City, state and federal policies, laws and regulations.
5. Managing staff; delegating tasks and authority; and evaluating staff performance. 6. Building effective teams and providing efficient customer service.
7. Establishing and maintaining cooperative working relationships with Mayor, Chief Administrative Officer, department heads, managers, supervisors, employees, tenants, vendors, contractors, external public and private agencies/organizations and the general public.
8. Communicating effectively, both verbally and in writing.
9. Operating a personal computer and various software applications.

Must possession of a valid Driver's License upon appointment.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Works under pressure due to multiple calls, inquiries, and conflict. Engineer is subject to many interruptions. unpredictable situations. May be subject to long irregular work hours.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear and sit for a prolonged periods of time. The employee is required to frequently talk; use hands to finger, handle or feel; and reach with hands and arms.

TRAVEL:

Travel is primarily local during the business day, although out-of-the-area and overnight travel will be expected.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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