



<b>Job Title</b>	<b>Aviation Director</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SMG</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>19644</b>

**Class Specification – Aviation Director**

<b>Summary Statement:</b>	
<p>The purpose of this position is to lead an organization responsible for the planning, operation, financing, and development of the general aviation airport that serves Colorado Springs. This is accomplished by overseeing the planning, development, and operation of the commercial and general aviation property within the airport; acting as the primary point of contact for Peterson Air Force Base; coordinating with local elected officials and community leaders to develop and implement long term strategic goals; working closely with state and federal elected officials and appointees to represent the airport’s interests; directing the day-to-day activities of the enterprise; communicating with the Airport’s stakeholders and general community; developing and proposing local ordinances and resolutions; developing business relationships with airlines, rental car companies, restaurants, gift shop operators, parking operators, and ground transportation providers; coordinating with multiple federal, state, and local regulatory and law enforcement agencies. Other duties include participating in the development of national standards for the airport industry; and implementing state and federal aviation regulations.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Direct internal organization by leading strategic planning effort; give direction to senior staff; lead senior level staff meetings; communicate with general staff; monitor fiscal state of enterprise; participate in the budget and airline rates and charges process; communicate with financial advisors and ratings agencies; participate in various project meetings; stay current on industry issues and standards; assimilate feedback from staff and other sources; and research and write reports, papers, articles, and complex correspondence.
40%	Direct external activities by development and implement staff plan for interaction with outside agencies; and interact directly and through subordinates with a variety of outside agencies and a range of private sector businesses.
20%	Advise the Mayor and City Council by providing recommendations on a broad range of issues; develop resolutions and ordinances for consideration; participate and advise on legislative and administrative matters at the state and federal levels; and implement policy goals and objectives while communicating them to the public.



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**Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in business administration or a related field.

**Experience:** Seven years of full-time responsible aviation/airport experience, including two years of administrative and supervisory responsibility.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Several Times per Month
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014