



02/14/08

ASSISTANT GENERAL MANAGER AIRPORTS, 0160

Summary of Duties: Under general direction from the General Manager Airports, an Assistant General Manager Airports plans, directs, and coordinates one or more major functions for the Department of Airports including Finance and Administration, Commercial Development, Operations and Maintenance, Facilities and Environmental Planning, and the LAX Development Program; may function as the Chief Operating Officer (COO) of the Department of Airports and/or be responsible for the development, implementation, and oversight of all capital project programs for the Department of Airports; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

Distinguishing Features: An Assistant General Manager Airports, under the direction of the General Manager Airports, is responsible for directing one or more major airport functions or activities. Incumbents in this class report to the General Manager Airports and may function as the Chief Operating Officer (COO) of the Department of Airports or be responsible for the development, implementation, and oversight of all capital project programs. An employee in this class exercises considerable independent judgment, initiative, and management skill in overseeing and implementing work programs. Assignments are received in terms of broad objectives, and work is evaluated in terms of results achieved and objective obtained.

This class is distinguished from Deputy General Manager Airports, (0162 and 0163) in that an Assistant General Manager Airports must have the ability to manage, coordinate, and direct a broad range of disparate airport functions and activities. An employee in this class will be responsible for the overall effectiveness of several major airport functions and programs and usually will directly supervise one or more employees in the class of Deputy General Manager Airports who have expertise in their particular areas of responsibility.

Incumbents in the class of Assistant General Manager Airports, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

It is anticipated that positions in this class will be exempted from the civil service provisions of the City Charter.

Examples of Duties: An Assistant General Manager Airports may:

- Function as the Chief Operating Officer (COO) of the Department of Airports;
- Through subordinate Deputy General Manager Airports (0162 and 0163), plan, coordinate, and direct the administration of several major airport functions such as Finance, Administration, Commercial Development, Operations and Maintenance, and Facilities and Environmental Planning;

- Assist the General Manager Airports in complex negotiations with representatives of airlines, tenants, leaseholders and other businesses which enter into contracts, leases, and agreements with the Department of Airports;
- Develop, oversee, and direct the engineering, design, and implementation of all department capital project programs, and facilities planning, including those special construction projects of tenants to ensure successful and timely completion;
- Manage all aspects of the LAX Development function including LAX development planning, program controls and accounting, and program management activities including those services provided by contract program managers;
- Administer, direct, coordinate, and monitor one or more contracts related to the implementation of capital improvement projects at Los Angeles International Airport for the construction, improvement, demolition, replacement, or modification of airport facilities, including but not limited to new airport concourses, terminals, runways, taxiways, hangars, roadways, Airport Rescue and Fire Fighting stations, Consolidated Rent-a-Car facility, or other related enabling facilities or pavement areas;
- Formulate, implement, and monitor complex and detailed program budgets for all capital improvement projects, including understanding the impacts of such projects on the rates and charges imposed by the Department of Airports on airlines, lessees, and tenants;
- Through the Chief Information Officer, supervise and review the network planning, design, implementation and utilization of LAWA's information infrastructure and related voice, data and video communications systems as well as the security of these systems;
- Develop and ensure implementation of policies, regulations, and procedures relating to major programs and functions;
- Represent the department at various meetings with local, state, and federal agencies including airlines, contractors, and private companies in order to explain policies and regulations, and to give guidance and technical assistance;
- Ensure that subordinate supervisors meet short and long term goals, objectives, work programs, and deadlines;
- Apply appropriate, innovative, and practical management concepts such as human resources and employee relations to fully utilize the skills and potential of subordinates;
- Evaluate the operational and organizational structure of the department to ensure effectiveness, and productivity of the available resources; and
- May occasionally be assigned to other duties to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- Principles, practices, methods, and techniques of public administration, administrative and legislative analysis, management and organization;
- Sound practices in public financial management including City budget, financial, grants, and contract administration rules, laws, obligations, and practices;
- Principles and methods of accounting, auditing, and cost accounting;
- Techniques for motivating, counseling, and disciplining which maximizes available human resources and benefits the organization and its employees;
- Effective safety principles and practices;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinate managers;

- Supervisory responsibility for equal employment opportunity as set forth in the City's Equal Employment Opportunity Program;
- City Charter and the City's administrative code, rules, procedures, and policies; and
- City personnel rules, policies and procedures, and memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Understand, analyze, and develop financing plans for the implementation of capital improvement projects;
- Exercise sound managerial judgment with initiative and originality in the development of new and revised solutions to comprehensive and varied problems facing the organization;
- Plan, coordinate, and provide the necessary technical and professional leadership for a staff engaged in carrying out a major work segment of the Department of Airports;
- Identify problems and develop solutions related to budgets, finance, contract administration, accounting, and grants administration;
- Identify and choose appropriate courses of action from multiple alternatives and be able to anticipate the impact of such decisions;
- Maintain cooperative relationships and deal tactfully with elected and appointed officials at the local, state, and federal levels as well as with business executives, airline representatives, tenants and leaseholders, regulatory agencies, community groups, employees, and the general public;
- Present technical information and concepts clearly, convincingly, and effectively both orally and in writing to diverse groups including the media;
- Maintain a work environment to enhance both employee morale and productivity; and
- Apply sound supervisory principles and techniques.

Requirements:

1. Five-years of executive-level experience in the management of a large, United States commercial airport which includes the oversight of two or more of the following activities: Finance, Administration, Commercial Development, Operations, Maintenance, Planning, Engineering, Information Technology, and/or Environmental Management; or
2. Five years of executive-level experience in directing the planning, design, engineering, operations, financing, administration, and/or development of major construction projects through the use of both direct and contract employees.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.