

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION
ASSISTANT AIRPORT MANAGER, 7259

04/14/2016

Summary of Duties: Under the direction of a Deputy Executive Director or an Airport Manager, directs a staff of management, professional, technical, and/or supervisory construction and maintenance personnel engaged in a wide range of airport operations, maintenance, construction, project management or special programs and performs other duties related to airport landside and airfield management; directs staff that are engaged in enforcing airport ground policies, procedures and airport regulations; has supervisory responsibilities for construction activities on the airfield and in terminals; develops and periodically updates airport standard operating procedures and refine protocols; provides legislative, strategic planning, traveling public and airport tenant support activities at Los Angeles World Airports (LAWA); advises LAWA management and represents the department on various airport related matters; personally performs, or performs through subordinate supervisors, the more difficult work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

Class Characteristics: An Assistant Airport Manager is generally appointed to a position which personally, and/or through subordinate staff, performs highly complex landside and airfield assignments that are received in terms of broad objectives or complex problems relating to airport management, operations, safety and/or service. Incumbents in the class of Assistant Airport Manager are responsible for the performance of the full range of supervisory activities and compliance with Federal Aviation Administration (FAA) compliance training.

An Assistant Airport Manager is distinguished from other managerial positions in that incumbents must be knowledgeable of and work within a variety of management objectives involving budgetary, personnel, and financial systems which are applicable City-wide as well as those which are unique to airport operations and LAWA facilities management.

An Assistant Airport Manager is distinguished from an Airport Manager in that the former class provides managerial support to the latter, while further developing aviation management skills. An Assistant Airport Manager may be assigned to perform duties at any of the LAWA airports and may also act as Airport Manager in their absence. Incumbents initially receive general supervision; however they will ultimately be expected to perform their work with minimal direct supervision.

Example of Duties:

- Plans and supervises the work of staff engaged in the landside and airfield operations and/or maintenance of a LAWA facility;
- Makes recommendations for the solution of problems pertaining to landside and airfield operations, programs, finances, personnel, equipment, supplies, and physical facilities;

- Directs the maintenance and repair of all buildings, facilities, utility services, runways, and airfield;
- Manages staff who provide first-class customer service by meeting passenger and tenant needs and solving problems;
- Directs through subordinate staff preparation of complex narrative, metrics, and statistical reports;
- Manages staff engaged in establishing programs and services that address the needs and concerns of surrounding airport communities;
- Manages staff engaged in procurement, budgeting and financial reporting activities;
- Meets with airlines, tenants, FAA, TSA, FBI, Homeland Security and Customs and Border Protection concerning compliance with airport regulations, facilities and related matters;
- Develops organizational policies, procedures and performance standards;
- Prepares and administers the Operations divisional budget;
- Plans, designs, develops, and implements records management, information management, and office automation programs;
- Manages professional employees engaged in analyzing and auditing positions, conducting complex organizational studies;
- Manages staff engaged in updating and implementing airport information and airport management computer systems;
- May represent the Department before the Board of Airport Commissioners, City Council, City departments, air carriers, the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), other governmental agencies, and citizen groups on various activities and projects at LAWA facilities;
- Advises management on various employee relations matters impacting operations; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:**Knowledge of:**

- The principles and practices applicable to management and operational activities of an airport;
- Federal, state, and local laws, rules and regulations regarding the operations of an airport. City-wide and LAWA rules, regulations, policies, practices and procedures;
- LAWA organization and structure;
- Laws relating to the FAA, TSA's, and Homeland Security's rules and governance for the national airport system;
- Laws and regulations relating to City employment, airports, equal employment opportunity, labor relations and court cases;
- Principles and practices of supervision, including planning, delegating, reviewing, and controlling the work of subordinates;

- Techniques for counseling, disciplining, and motivating personnel;
- LAWA computer-based management systems; and
- Terminology applicable to LAWA;

Ability to:

- Manage through subordinate supervisors;
- Apply sound supervisory principles and techniques;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Work effectively with city managers, commissioners, elected officials, stakeholders, the public, community leaders and other agencies;
- Represent the Department at Board meetings, hearings, conferences and community events; and
- Prepare and present oral and written reports and recommendations concisely, completely, logically and persuasively.

Requirements:

1. Four years of full-time paid experience with LAWA in a class at the level of Senior Management Analyst performing duties in the following areas: airport and maintenance operations; landside and airfield operations, construction; project management; human resources management; public and/or community relations programs; financial, budgetary, procurement compliance, or contract management; or airport and commercial development matters, or
2. For qualifying experience gained outside of the City of Los Angeles, a four-year degree from an accredited college or university in Public Administration, Business Administration, Aviation Management, Airport Administration or related subject and four years of full-time paid professional experience as a second-level supervisor performing the above stated duties at a medium or large hub commercial airport (as defined by the Federal Aviation Administration).

License: A valid California driver's license is required.

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 depends, 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 and responsibilities of any position shall be.