



CLASS SPECIFICATION

5/11/06

DIRECTOR OF AIRPORT OPERATIONS, 9304

Summary of Duties: Plans, coordinates and directs through subordinate managers, the airport ground operations, including the use of airport facilities, at Los Angeles International Airport; serves as Los Angeles International Airport's representative on operational matters affecting the airport's tenants; participates in planning and coordinating modifications to airport facilities to accommodate airport tenants and passengers; applies sound supervisory principles and techniques in building and maintaining an effective work force and does related work.

Distinguishing Features: A Director of Airport Operations manages several divisions at Los Angeles International Airport engaged in operations activities and exercises considerable judgment in planning and developing long-range management programs. An employee of this class works with a minimum of direction. Assignments are received in terms of broad objectives, and effectiveness is evaluated by review of results attained. Director of Airport Operations is distinguished from the class of Airport Manager by the complexity of the work assigned. The class of Director of Airport Operations can be distinguished from the class of Airport Manager by the complex nature of the duties. The Director of Airport Operations directs landside, terminal, and airfield operations at the Los Angeles International Airport which experiences between 65 to 70 million passenger throughputs each year. Whereas, an Airport Manager may direct terminal and airfield operations for an airport which experiences between 6 to 8 million passenger throughputs each year.

Example of Duties:

- Plans, coordinates, and directs through subordinate managers, the landside, terminal and airfield operations for Los Angeles International Airport;
- Enforces aircraft and vehicular ground traffic regulations;
- Formulates and implements policies, regulations and procedures relating to operations activities;
- Determines short and long range goals and objectives;
- Represents LAX before City Council, community leaders, business partners, airline representatives, civic organizations and citizens to promote good public and community relations;
- Confers with airlines representatives, tenants and the Federal Aviation Administration/Transportation Security Administration concerning airports regulations, facilities and related matters;
- Participates in planning for increased aircraft and passenger volume and facility expansion;
- Analyzes and prepares reports and recommendations on complex operations problems; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

- Practices and procedures involved in sound business relations with airlines, tenants and permittees;
- Security measures involved in the protection of persons, public and private property;
- Airport building, field and facility operation;
- Noise and environmental factors affecting the operation of airports;
- Federal Aviation Administration/Transportation Security Administration rules, policies and procedures;
- Airline procedures and aviation terminology;
- City Charter and federal, state and local laws as they affect the operation of the Department of Airports;
- City personnel rules, policies and procedures; and
- Memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Plan, organize, coordinate and direct, through subordinate managers, a comprehensive program in the operation of an airport;
- Analyze operations problems at Los Angeles International Airport and to develop logical and effective solutions to such problems;
- Communicate effectively in writing; and
- Deal tactfully and effectively with airport tenants, airline representatives, community leaders, business partners and the public.

Requirements: Two years of full-time paid experience with the City of Los Angeles as an Airport Manager, Chief of Operations, or two years of full-time paid experience as the manager of a medium to large commercial airport with responsibility for operations, is required.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 1011 of the City Charter.

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

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

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 limitation.

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 the duties and responsibilities of any position shall be.