

PHOENIX MESA GATEWAY AIRPORT AUTHORITY

JOB DESCRIPTION

Vice President

<u>JOB FAMILY</u>	<u>DBM</u>	<u>FLSA STATUS</u>
Management	E81	Exempt

CLASS SUMMARY:

This is the third level in a four level Management Series. The Senior Vice President assists the President/CEO in the oversight of assigned departments, programs, and/or functions as assigned. Incumbent applies advanced management principles with critical impact on the organization. Incumbents exercise strategic and visionary thinking having long-term organization-wide application and impact; develops and implements programs critical to the Airport; and exercises control and supervision of multiple assigned functions and/or departments and significant resources. Incumbents work is externally focused, with significant Board, community and regulatory compliance responsibilities. Responsibility may cross multiple functional units within the organization. Position will usually have responsibility for program outcomes across multiple functions and/or departments as assigned.

Incumbents supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES: This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Directs staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Develops and oversees multiple budgets and grants; allocates resources; reviews and approves justifications for budget items; directs the monitoring and control of expenditures.

Develops the operational plans to meet short- and long-range program goals and objectives; interprets and applies organizational policies and procedures to assigned area.

Develops, oversees, and evaluates various programs and events; determines what programs to offer to meet strategic objectives by overseeing the content, marketing, and advertising publications.

Facilitates, leads, and/or participates in meetings, proceedings, and committees; serves as a liaison between departments, external organizations, the general public, and other agencies.

Reviews and approves reports, contracts, proposals and studies.

Performs other duties of a similar nature and level as assigned.

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Chief Financial Officer may be responsible for:

- Financial analysis, reporting and auditing, grant management and compliance, risk management, and procurement;
- Oversees organizational annual budget;
- Oversees IT projects.

Positions assigned to Deputy Director/Chief Operating Officer may be responsible for:

- Provides direction and support to department managers for development of programs, budgets, policies and procedures;
- Manages special projects including air traffic control, airspace, federal affairs, state legislature, and security.

TRAINING AND EXPERIENCE:

Bachelor's Degree and 8 years of related municipal management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

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LICENSING/CERTIFICATIONS:

- None.

KNOWLEDGE OF:

Management and leadership principles;
Strategic planning principles;
Public relations principles;
Budget administration principles;
Finance management principles;
Program management principles;
Marketing principles;
Negotiation and mediation techniques;
Grant and/or contract administration principles;
Applicable federal, state, and local laws, codes, ordinances, rules and regulations;
Advanced principles of assigned area of responsibility;
Computers and related software applications.

SKILL IN:

Developing and implementing comprehensive communication and marketing services and strategies;
Planning, coordinating, and evaluating projects;
Developing and administering budgets;
Coordinating activities with external agencies and internal departments;
Defining problems, collecting data, establishing facts, and drawing valid conclusions;
Interpreting and applying applicable laws, rules, regulations, policies and procedures;
Monitoring legal and regulatory changes;
Compiling, analyzing, and summarizing information;
Maintaining confidentiality;
Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
Preparing reports and maintaining records;
Operating a computer and related software applications;
Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. Job descriptions are subject to change as the needs of Phoenix-Mesa Gateway Airport Authority and requirements of the job change.

Phoenix-Mesa Gateway Airport Authority (PMGAA) is an Equal Employment Opportunity (EEO) and an Affirmative Action (AA) employer. All qualified applicants for available positions are considered without regard to race, color, gender, religion, age, national origin, disability, or veteran status. M/F/D/V stands for Male, Female, Disabled, and Veteran. Applicants are invited to complete the Employment Applicant Profile Sheet to self-identify. It is the policy of Phoenix-Mesa Gateway Airport Authority to assure an equal employment opportunity to all qualified applicants based solely on an individual's ability to perform the essential functions of a job.

Revised Date: (11/15)

Job Code: 511

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