

METROPOLITAN NASHVILLE AIRPORT AUTHORITY JOB DESCRIPTION

Job Title:	Assistant Vice President, Strategic Planning	FLSA:	Exempt
Department:	Strategic Planning	Grade:	Executive
Reports To:	Chief Operating Officer		

JOB SUMMARY

The Assistant Vice President, Strategic Planning is responsible for organizational strategy, planning, land use, and master planning. Other responsibilities include overseeing short- and long-term planning efforts to set organizational direction.

ESSENTIAL JOB RESPONSIBILITIES

- Leads organization through strategic planning and monitors overall organizational performance in achieving strategic and departmental objectives.
- Leads long-term planning, including development of airport master plan updates.
- Oversees organizational planning efforts to support internal and external stakeholders as development options are presented.
- Meets with business and civic leaders to discuss technical matters and future planning endeavors.
- Develops quarterly performance reports and anticipated annual projections.
- Maintains regular and on-time attendance.
- Follows all safety regulations.
- Supports MNAA's commitment to its culture and values, including respect, integrity, service, and excellence.
- Assures planning projects are documented and conducted in accordance with contracts, federal and state grants, plans, and specifications.
- Supports the organization in achieving mission and values to drive customer excellence.
- Oversees and manages specialty projects.
- Participates in community planning organizations including the Metropolitan Planning Organization Technical Coordinating Committee.
- Supports emergency response as necessary depending upon the incident severity and needs.
- Makes public speeches and presentations regarding airport planning, environmental, and sustainability plans.
- Presents and confers with senior and executive staff regarding short- and long-term needs related to new ideas, and necessary plans for repairs, renovation, improvements, and expansions.
- Provides recommendations for future development initiatives to ensure they meet planning requirements and strategic initiatives.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- **Safety and Security:** Knowledge of equipment, policies, procedures, and strategies to promote safety and security.
- **Airport Planning:** Knowledge of principles, practices, and regulations related to airport planning.
- **FAA Regulations:** Knowledge of Federal Aviation Administration (FAA) regulations related to airport funding and operations, air traffic control, and building codes.



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KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- **Business and Management Principles:** Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- **Strategic Planning:** Skill in defining strategy or direction and making decisions on allocating resources to pursue the strategy.
- **Communication:** Skill in communicating effectively at all levels of the organization and with stakeholders, both orally and in writing.
- **Supervision of Personnel:** Skill in supervising and managing others, including planning work, providing direction, motivating workers, and identifying the best workers for the job.
- **Analytical Thinking:** Skill in analyzing information and using logic to address work-related issues and problems.
- **Judgment and Decision Making:** Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Leadership:** Skill in leading, taking charge, and offering opinions and direction.
- **Presenting:** Skill in developing and delivering presentations, both oral and written, to groups of varying size.
- **Teamwork:** Skill in working with others as a team while taking responsibility for outcomes.
- **Project Management:** Skill in conceptualizing and managing complex projects, and managing multiple projects using established project management principles.
- **Relationship Building:** Skill in establishing and maintaining effective and professional working relationships with others.
- **Problem Solving:** Skill in identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Conflict Management:** Skill in managing conflict and identifying effective and mutually beneficial solutions to the sources of conflict.
- **Contract Administration:** Skill in interpreting, writing, and administering contracts.
- **Microsoft Office:** Skill in using Microsoft Office applications such as Outlook, Word, Excel, and PowerPoint.
- **Attention to Detail:** Is careful about detail and thorough in completing work tasks.
- **Independence:** Develops one's own ways of doing things, guides oneself with little or no supervision, makes independent decisions, and depends on oneself to get things done.
- **Professionalism:** Demonstrates professional behavior and appearance in all situations.
- **Ethical Behavior:** Consistently displays ethical behavior.

OTHER REQUIREMENTS

Fiscal Responsibility

May be responsible for department-wide financial decisions, linking budget requests to department goals.

Supervisory Responsibility

Manages a division, evaluating effectiveness and establishing organizational goals.

Freedom to Act

Uses own judgment and requests supervisory assistance only when necessary.



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OTHER REQUIREMENTS

Collaboration
 Interacts both internally and externally to make decisions for policy development and implementation.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Primarily performed in an office environment.
- Requires occasional repetitive movements, fine dexterity, hearing, and talking. Requires frequent sitting.
- Requires occasionally working under time pressure, changing tasks, working an irregular schedule, multi-tasking, working on a team, and working on tedious/exacting tasks.

MINIMUM QUALIFICATIONS

Education	Experience	Licenses/Certifications
Bachelor's Degree in engineering, planning, or related field required.	Over 10 years of management experience, including project management, engineering, planning, strategy development, or related experience required.	Driver's license required.



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PREFERRED QUALIFICATIONS		
Education	Experience	Licenses/Certifications
Master's Degree in engineering, planning, business management, or related field preferred.	Commercial Airport experience.	Professional Engineer (PE) certification, , American Institute of Certified Planners (AICP), and/or American Association of Airport Executives (AAAE) certification preferred.

***Disclaimer:** This job description is meant to reflect the general nature and level of work being performed. It is not intended to be construed as an all-inclusive list of job requirements; other duties as assigned may be required. This job description does not restrict management's right to revise or change job duties as the need arises.*

Approval: Manager's Signature **Date**

Approval: Human Resource's Signature **Date**