

Deputy Director of Aviation

CLARK COUNTY DEPARTMENT OF AVIATION

Class Code: M23528
Bargaining Unit:
Revision Date: Aug 30, 2004

SALARY RANGE:

\$129,230.40 - \$200,283.20 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

Assists in planning, organizing and administering all developmental and operational phases of the Clark County Airport System, consisting of a major international airport facility, a separate charter facility, general aviation airports and associated parking and related facilities.

This class assists the Director of Aviation in all aspects of managing, planning and operation of multiple airport facilities. Responsibilities include working with multiple levels of management to supervise and direct the financial, land, business, security, construction and related functions of the airport system. While this class is involved with all aspects of aviation system management, and has responsibility for multiple divisions within the department, it is distinguished from the Director of Aviation, which has overall management responsibility for all aspects of Clark County aviation operations and functions.

EXAMPLES OF DUTIES:

Assists in developing and implementing goals, objectives, policies, procedures and work standards for the airport system; directs the preparation and administration of the department's budget. Plans, organizes, administers, reviews and evaluates the activities of professional, technical, maintenance and office support staff through subordinate managers and supervisors. Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Confers with the Board of Commissioners, various advisory boards and commissions, citizen groups and County management to formulate policies and plans related to such diverse areas as environmental, transportation and economic development planning as well as daily operation of the airport and its associated facilities; makes presentations and serves on committees as assigned. Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvements and ensure maximum effective service provision. Coordinates long- and short-term financial and facility planning activities; ensures that financial resources and facility development provides for effective services to the traveling public. Coordinates tenant and professional consultant activities; negotiates and administers contracts; ensures that service provisions are met and resolves problems with concessionaires and facility tenants. As assigned by the Director, represents the department and the County in local, state and national forums; makes presentations before various advisory committees, legislative, regulatory and community groups; oversees the best interests of the County in negotiations with others to provide services or take action supportive to the County. Directs the selection of staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale, productivity and discipline of department staff. Confers with members of other departments regarding departmental or County-wide operational matters; facilitates the resolution of problems and the development of coordinated policies. Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files. Prepares and directs the preparation of a variety of written

correspondence, reports, procedures and other written materials. Monitors and interprets changes in laws and regulations related to aviation activities and functions; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes to laws and ordinances and lobbies the legislature and provides supporting testimony as required. Uses standard office equipment, including a computer, in the course of the work; may drive a motor vehicle or make arrangements for appropriate transportation to off-site locations in order to attend meetings and visit other airport and County work sites.

QUALIFICATIONS:

Knowledge of: Principles and practices of airport development, service delivery and maintenance in a complex, multiple sites and rapidly growing urban setting; land use, physical design, demographic, environmental and socioeconomic concepts as applied to airport planning and operations processes; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision; principles and practices of developing teams, motivating employees and managing in a team environment; applicable laws, codes and regulations; techniques for representing the airport and the county in meetings and negotiations with a wide variety of individuals and groups.

Skill in: Assisting in planning, organizing and administering a comprehensive multiple site aviation facility; administering programs and staff through subordinate supervision; training others in policies and procedures related to the work and providing for their professional development; assisting in developing and implementing goals, objectives, policies, procedures and work standards; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; using tact, discretion and prudence in dealing with those contacted in the course of the work.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting, use standard office equipment, and be capable of commuting to off-site locations in order to visit work sites and attend meetings; vision to read printed materials and a VDT screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

REQUIREMENTS:

Bachelor's Degree in Aviation Management, Business or Public Administration or a field related to the work, and five years of full-time upper level management experience which will have provided the required knowledge and skills. A Master's degree in an appropriate field is desirable. Equivalent combination of formal education and appropriate related experience may be considered.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

Residency Requirement: Permanent employee must maintain a principal place of residency within the boundaries of Clark County and provide proof of compliance with Nevada motor vehicle registration and drivers' license laws within 90 days of employment.

Background Check: Employment with the Department of Aviation is contingent upon completion of an education/experience background investigation, a fingerprint-based criminal history record check processed by the FBI, and upon the ability to be granted a security badge as mandated by the Transportation Security Administration. Note: all prospective hires must present two original government issued ID's upon

acceptance of job offer. Examples of acceptable ID's include a Passport, Driver's License or DMV issued ID, birth certificate, Social Security card, Voter Registration card, school issued ID with picture, etc.

Customs and Border Protection Security Seal Program: Employment with the Department of Aviation in this job title is contingent upon a five year employment and residency history record check and the ability to present original identity based documentation in order to meet the requirements for a Security Seal.

NOTE:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Class: A39