

## **CHIEF COMMERCIAL OFFICER**

### **Class Title**

ASSISTANT AVIATION DIRECTOR

### **Class Code**

1061

### **JOB SUMMARY:**

Under administrative direction, is responsible for supervising, coordinating, and overseeing fiscal, properties and concessions, procurement, IT, small business, and office support divisions within the Aviation Department. Position creates and implements strategic financial plans and determines available resources for the department; ensures financial metrics and targets are met: evaluates, creates, and coordinates financial programs including budgeting, financial planning, facilities improvements, and capital asset funding; and manages the organization's overall financial interest and the capital structure and debt/equity mix. Exercises direct supervision over assigned staff.

### **ESSENTIAL JOB FUNCTIONS:**

- Plans and directs the administrative operations of the department, to include, but not limited to: procurement, IT, business administration, leasing and general administration.
- Oversees and directs the department's annual budget process
- Oversees the development of various financial reports regarding the department's financial performance.
- Monitors the department's financial health and makes recommendations for its improvement.
- Oversees the financing of airport capital projects and grant administration.
- Oversees the department's compliance with all federal, state, and local finance and accounting regulations and practices.
- Provides financial management of the department, including financial accounting and planning, forecasting and budget development, and performance measure and analysis.
- Serves as liaison between other City departments, City Manager's Office, City Council, and outside agencies.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing effective services.
- Ensures alignment with Aviation's organizational goals.

**JOB REQUIREMENTS:**

- Bachelor's Degree from an accredited college or university with major coursework in Aviation Management, Public or Business Administration, or a related field.
- Eight (8) years of increasingly responsible professional experience in aviation management or airport operations, including four (4) years of administrative or supervisory responsibility.
- Or Equivalent combination of education and experience.
- Valid Class 'C' Texas Driver's License.

**Preferred Qualifications:**

Certified Public Account (CPA)

AAE Designation

ACI - IAP Designation

Strong Financial Acumen

Experienced Negotiator

**Knowledge, Skills, and Abilities**

- Knowledge of operational characteristics, services, and activities of an airport system.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations
- Knowledge of principles and practices of aviation airport operation and management.
- Knowledge of issues, projects, and problems affecting airport users and the community.

- Knowledge of recent developments, current literature, and sources of information regarding aviation.
- Skill in operating a personal computer and utilizing rudimentary software.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner.
- Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Ability to provide administrative and professional leadership and direction to subordinate staff.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to prepare and present clear and concise administrative and financial reports.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.

### **Physical Requirements**

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are in an office environment.