



City of Phoenix

Employment Opportunity **Assistant Aviation Director**

phoenix.gov/jobs

ABOUT THIS POSITION

This position directs the activities of Deputy Directors in the administrative, technical, operations, maintenance, public safety, and auxiliary airports operating areas of the Aviation Department. The incumbent resolves problems and conflicts and establishes good management practices within the department. This class serves under the general direction of and in close coordination with the Director of Aviation Services.

Responsibilities include managing several key functions of the Aviation Department, such as administration, operations, facilities and services, business and development, technology, financial management, capital management, contracts and services, airport planning and environmental programs, and public relations. Areas of responsibility and associated duties may rotate among the Assistant Aviation Directors. Day to day duties will include working with elected officials and advisory boards, managing business in a regulatory environment, and developing strategic initiatives for improved efficiency or customer service. This recruitment may be used for any current or future vacancies over the life of the eligible list.

RECRUITMENT DATES

First review of applications will occur the week of March 6, 2017. This recruitment may close when we have received a sufficient number of qualified applications.

SALARY

\$98,800 - \$167,981 annually. Appointment can be made above the minimum depending upon qualifications.

Comprehensive benefits package includes: \$5,220/yr. car allowance, \$1,200/yr. cell phone allowance, 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension, 457/401 plans (City contributes 8.5% of salary with no matching required), tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, visit:

<https://www.phoenix.gov/hrsite/Benefit%20Category/010.pdf>

JOB REQUIREMENTS

- Five years of professional experience in the management, operations and development of a medium or large hub commercial service airport, three of which must have been in a position supervising professional level staff.
- Bachelor's degree in airport management, business administration, civil engineering, or a related field.
- Must reside within the boundaries of the City of Phoenix within 24 months of appointment or promotion.
- Only the highest qualified will be posted to the eligible to hire list.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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PREFERRED QUALIFICATIONS – The job requirements listed above, plus:

- Experience working in a complex urban environment and an understanding of the operational and regulatory setting of a large scale municipal government.
- Experience working with elected officials and advisory boards.
- Master's degree in Business or Public Administration or a closely related field.
- Airport certification or accreditation from an industry association such as American Association of Airport Executives (AAAE) or Airport Council International (ACI).

KNOWLEDGE OF:

- Federal, State, and local rules and regulations pertaining to airport management, security, emergency preparedness, and operations.
- Effective operations, safety, security, maintenance, sustainability, and asset management practices at General Aviation and Large Hub International Airports.
- Public Safety and Security practices including National Incident Management System, Incident Command System, Safety Management Systems, and Security Masterplan initiatives.
- Principles and practices of airport business management.
- Lease negotiations, regulations and rate scheduling.
- Principles and practices of finance and budgeting.
- Research, report preparation and presentation.
- Aviation supplies and equipment;
- Traffic control and regulation.

HOW TO APPLY

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. **YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT.**

Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address. A comprehensive reference check will be conducted on the top finalists. The information submitted is subject to public disclosure if requested.

WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please visit: https://employee.phoenix.gov/Documents/Employment_Information.pdf
- If you need assistance applying for this job, please contact our HR Center at (602) 262-6277.

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REFERENCE

Assistant Aviation Director, code 25180, ID# 21985, 02/15/2017, KP, Benefits: Executive

City of Phoenix is an equal opportunity employer; our employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.