



**CITY OF SAN ANTONIO**  
invites applications for the position of:  
**Chief Strategy and  
Development Officer**

---

**SALARY:** \$38.41 - \$65.30 Hourly  
\$79,894.10 - \$135,820.10 Annually

**OPENING DATE:** 03/15/17

**CLOSING DATE:** 03/30/17 11:59 PM

**Grant Funded:** No

**Work Hours:** 7:45 a.m. - 4:30 p.m., Monday - Friday

**JOB SUMMARY:**

Under administrative direction, is responsible for supervising, coordinating, and overseeing a division within the Aviation department. Areas of responsibility include, but not limited to, strategic planning, employee training and development, fiscal planning and budget development, business development, information technology, customer service and public relations. Interprets, formulates, and implements policies and procedures. Exercises direct supervision over assigned staff.

This position is an "unclassified" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status, and can be terminated at any time for any reason.

**ESSENTIAL JOB FUNCTIONS:**

- Formulation of direction and strategy for key strategic areas of the Aviation Department and delivery of departmental performance.
- Oversees the Aviation department's strategic planning program and strategic workforce planning.
- Oversees the Aviation Department's employee engagement efforts.
- Responsible for the Aviation Department's change management program and associated strategies, practices and policies.
- Leads the development and implementation of the Aviation employee training and development program, the San Antonio Airport System (SAAS) University, and all its associated initiatives and programs.
- Oversees Stinson Municipal Airport operations.
- Oversees the Aviation Department's employee innovation programs.

- Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies.
- Serves as liaison between the Aviation Director and Deputy Director, other City departments, the City Manager's office, City Council, and outside agencies; negotiates and resolves significant issues.
- Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing effective services.
- Prepares the Aviation Director and Deputy Director for presentations, speeches, and official appearances.
- Ensures alignment with Aviation's organizational goals.
- Performs related duties and fulfills responsibilities as required.

**JOB REQUIREMENTS:**

- Bachelor's degree from an accredited college or university.
- Eight (8) years of increasingly responsible professional experience with airport operations and development or directly related experience, including four (4) years of supervisory experience.
- Must pass a Transportation Security Administration (TSA) Security Threat Assessment and a Criminal History Records check upon employment.
- Must maintain federally mandated security clearance required to work at an airport at all times.
- Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony Convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B Misdemeanor Convictions, an Open Arrest for Any Criminal Offense (Felony or Misdemeanor), and Family Violence Convictions.

**PREFERRED QUALIFICATIONS:**

- Valid Accredited Airport Executive Certificate conferred by the American Association of Airport Executives.

**APPLICANT INFORMATION:**

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Full-time City of San Antonio employees are allowed to substitute two years of related experience for one year of higher education or one year of related higher education for two years of experience. Effective July 9, 2010, external applicants must meet the

minimum requirements of the job without substitution.

- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

**PHYSICAL REQUIREMENTS:**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of principles and practices of strategic planning, organizational and employee development.
- Knowledge of principles and practices related to customer service.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations.
- Knowledge of Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) codes and regulations.
- Knowledge of airport operations management.
- Skill in utilizing a personal computer and relevant software programs.
- Ability to interpret, explain and apply City and departmental policies.
- Ability to prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

---

• Substitution Ratio: City employees are allowed to substitute two years of related experience for one year of higher education or one year of related higher education for two years of experience. Effective July 9, 2010, external applicants must meet the minimum requirements of the job without substitution;

• APPLICANTS SELECTED FOR EMPLOYMENT WITH THE CITY OF SAN ANTONIO IN THIS POSITION MUST RECEIVE SATISFACTORY RESULTS FROM PRE-EMPLOYMENT DRUG TESTING, REFERENCES, BACKGROUND CHECKS AND CREDENTIAL VERIFICATION. ADDITIONALLY, SINCE THIS IS A SENSITIVE POSITION, SELECTED APPLICANTS MUST COMPLY WITH THE TEXAS LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM ACCESS POLICY, AND YOU ARE SUBJECT TO INTERVAL CRIMINAL BACKGROUND CHECKS IN ACCORDANCE WITH TITLE 49 CODE OF FEDERAL REGULATIONS.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sanantonio.gov/HR/CareerCenter.aspx>

Position #2017-00740  
CHIEF STRATEGY AND DEVELOPMENT OFFICER  
RS

Human Resources Department  
San Antonio, TX 78205  
210-207-8705

[hrcustomerservice@sanantonio.gov](mailto:hrcustomerservice@sanantonio.gov)

---

