CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

ASSISTANT AVIATION DIRECTOR

The City of San Antonio is recruiting for an Assistant Aviation Director. This position is responsible for assisting the Aviation Director with the planning, directing, managing, and overseeing the activities and operations of the Aviation Department including the finance, budget, accounting, capital financing, management information systems, general administration, and real estate functions. The Assistant Aviation Director coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administrative support to the City Manager's Office and exercises direct supervision over management, professional, technical, and clerical staff.

Essential job functions include, but are not limited to, the following: assists in assuming management responsibility for all department services and activities, including finance, budget, accounting, capital financing, management information systems, general administration, and real estate functions; and recommends and administers policies and procedures; assists in managing and participating in the development and administration of the department operating and capital budgets; assists in directing the monitoring and approval of expenditures and directs the preparation and implementation of budgetary adjustments as necessary; oversees and coordinates accounting activities, including collection, billing, and recordkeeping for approximately $54 million in annual revenues; provides financial management of airport system, including financial planning, bond financing, forecasting, and analysis; oversees, coordinates, and develops the Management Information Services System activity to ensure productive effective information solutions; oversees the negotiation of airline agreements; coordinates, in conjunction with other departmental staff and City departments, economic development activities of the department; coordinates, in conjunction with other departmental staff and the Human Resources Department, human resource activities of the department; performs special projects as assigned by the Director, generally including inter/intra departmental coordination such as economic impact study of the airport, FAA capacity enhancement study, and City wide leasing and concession programs; assists in the monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; assists in selecting, motivating, and evaluating department staff; assists in planning, directing, and coordinating, through departmental staff, the department work plan; assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding the field of aviation.

The ideal candidate should be results-oriented, possess excellent communication and presentation skills and the ability to establish and maintain effective working relationships; advanced knowledge of airport operations; ability to formulate new techniques and strategies for a more efficient operation; and, demonstrates initiative and displays good judgment in all interactions wit both internal and external customers. This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with major coursework in Aviation Management, Public or Business Administration, or 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.

Starting salary is negotiable, depending on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, car and cell phone allowance, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Position is Open Until Filled. Apply with cover letter, resume, references and salary requirements to: City of San Antonio Human Resources Department, Attention: Margaret Gonzales, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio; or emailed to saexecsearch@sanantonio.gov.