**CITY OF SAN ANTONIO**
**JOB ANNOUNCEMENT**
**111 Plaza De Armas, San Antonio, Texas 78205**
Phone No. (210) 207-8108 Job Line (210) 207-7280

## AVIATION DIRECTOR

The City of San Antonio is recruiting for an Aviation Director. This position is responsible for the management of the operation of the City's two airports, International and Stinson, which provide general and commercial aviation services through an enterprise fund. Responsibilities include planning, directing, managing and overseeing airport security, fire financial and property administration, economic development, facilities maintenance, airport security, fire protection and public relations. Coordinates assigned activities with other City departments and outside agencies. Provides highly complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, technical and clerical staff.

**Essential job functions will include:** Assumes full management responsibility for administration of the San Antonio Airport System, which includes San Antonio International and Stinson Municipal Airports; plans, directs, manages and oversees all department services and activities; recommends and administers policies and procedures. Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and directs the implementation of changes. Acts as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues. Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures. Plans, directs, and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures. Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary. Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications. Responds to and resolves sensitive inquiries and complaints from both internal and external sources. Reviews and signs all higher-level department communication, including ordinances and contracts. Attends City Council meetings and takes necessary action regarding Council agenda items. Maintains final responsibility for action concerning implementation of noise abatement measures to meet FAA guidelines and City Council policy; and consults with Federal and State officials on policies and procedures of the airport system. Meets with airport tenants, concessionaires, and new business prospects; reviews airport fees, charges, and policies, procedures, and regulations; and recommends and implements procedural charges. Provides staff support to a variety of boards, commissions, and committees; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of aviation. Performs related duties and fulfills responsibilities as required.

This position requires the successful candidate have a Bachelor's Degree from an accredited college or university with major coursework in Public or Business Administration, Aviation, or a related field. Ten years of increasingly responsible professional experience in aviation and airport services, including five years of administrative or supervisory responsibility. Valid Accredited Airport Executive Certificate conferred by the American Association of Airport Executives.

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Starting salary negotiable, depending upon education and qualifications. The position is open until filled, but interested applicants are encouraged to apply immediately. Send cover letters and resumes to:

**BENNETT YARGER ASSOCIATES**
Robert L. Neher, Jr.
Executive Vice President
1501 3rd Street
Sacramento, CA 95814
Phone: (916) 443-2421 Fax; (916) 443-5949
E-mail: rneher@bennettyarger.com
http://www.bennettyarger.com

Electronic correspondence is preferred. A copy of the detailed Profile and Challenge Statement is available at www.bennettyarger.com

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