

A dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

# Assistant Aviation Director



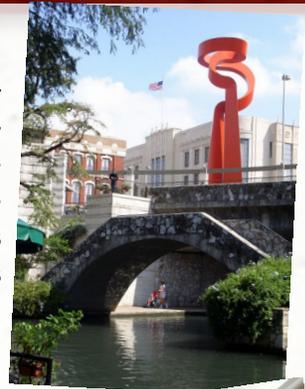
# ASSISTANT AVIATION DIRECTOR

## **The Position**

The Assistant Aviation Director is a high level, highly responsible position that supports department and city leadership in planning, directing, and overseeing the activities and operations of the Aviation Department including the management of the Operations and Maintenance Division. This Assistant Aviation Director will not only play a critical role in the operations and maintenance of the City's airport but will also coordinate important projects and activities with other City departments, the City Manager's office and outside agencies and stakeholders.

## **Essential Job Functions**

- Coordinates activities of Airport personnel in the daily operation and maintenance of the airfield and airport facilities; negotiates contracts for services with professional service organizations; and administers Airport contracts and leases.
- Oversees and manages police, fire, and rescue operations at the Airport, as well as noise mitigation and ground transportation services.
- Assists in assuming full management responsibility for all airport services and activities, including the administration of the operations and maintenance divisions; and 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.
- Plays a critical role in monitoring and evaluating 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 assists in directing the implementation of changes.
- When necessary, 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 assists in implementing and administering disciplinary and termination procedures.
- Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; assists in directing the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Provides 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.
- Responds to and resolving sensitive inquiries and complaints from both internal and external sources.
- Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.





## ***The Department***

The San Antonio Aviation department includes over 450 employees and a budget of over \$92 million. The department is responsible for managing both the San Antonio International Airport and the Stinson Municipal Airport. The San Antonio International Airport provides commercial airline service to more than 8.5 million passengers each year through more than 30 non-stop domestic and international destinations.

## ***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.

## ***The Ideal Candidate***

The ideal candidate will be

- Skilled leader and manager with a proven track record of motivating and developing staff.
- A strong multi-tasker with the ability to analyze situations quickly and objectively in order to determine proper course of action or alternatives
- A results-oriented leader possessing excellent communication and presentation skills, with the ability to establish and maintain effective working relationships with internal and external customers.

The ideal candidate will have

- Knowledge of operational characteristics, services, and activities of an airport system.
- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations, to include FAR 139.
- Knowledge of operational support activities such as aviation security, law enforcement, firefighting, parking and ground transportation.
- Knowledge of issues, projects, and problems affecting airport users and the community.
- Knowledge of recent developments, current literature, and sources of information regarding aviation.

## ***The Community***

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.



## Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

**Executive Car Allowance** – Executives receive a monthly car allowance of \$500.

**Cell Phone Allowance** – Executives receive a monthly cell phone allowance of \$70.

**Health Care** – The City offers two health care plan options which offers employees a choice of deductible, co-insurance and co-payment levels.

**Retirement** – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

**Deferred Compensation** – The City offers two voluntary Section 457 Deferred Compensation programs including a match up to 2% of the annual salary. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

**Life Insurance** – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

**Holidays** – 13 Holidays

**Leave/Vacation** – City Employees receive Annual and Personal leave; accrual based on seniority.

**Relocation Assistance** – Available.

## To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

**[saexecsearch@sanantonio.gov](mailto:saexecsearch@sanantonio.gov)**

This position is open until filled; however, the first review of resumes will be Monday, April 4.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

### For additional information please contact:

Joel Jenks, Executive Recruiter  
City of San Antonio  
Human Resources Department  
P.O. Box 839966  
San Antonio, TX 78283  
Phone: (210) 207-5173

*Please note: Under the Texas Public Information Act, information from your resumé may be subject to public disclosure.*

**The City of San Antonio is an Equal Opportunity Employer.**

