

Summary of Duties: Plans, organizes, and directs the work of professional and technical employees engaged in the planning and conceptual design of airport facilities, or assists in such work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Chief of Airport Planning is responsible for directing or assisting in directing the professional, technical, and administrative facilities planning activities of the Department of Airports. Under general direction of senior management, an employee in this class directly plans, and coordinates the development of the capital improvement program for the Department, and all facets of future airport planning and development. Assignments are received in general terms and work is evaluated in terms of effective planning for future airport facilities. This class differs from other planning classes in that it is responsible for directing the planning, analysis, and conceptual design of airport facilities. Incumbents in this class, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance and time off requests.

Examples of Duties: A Chief of Airport Planning:

- * Plans, directs, and coordinates all technical, professional, and administrative aspects of airport facilities planning, or assists with such work.
- * Develops airport planning policies and programs.
- * Directs the analysis, planning, and conceptual design of airside and landside airport facilities including road systems, parking, signage, curb usage, transit systems, passenger and cargo terminal buildings, runways and taxiways for all City airports.
- * Supervises the determination of size, layout, location and cost of facilities, and the preparation of reports and preliminary drawings.
- * Supervises consultant contracts on various airport and transportation planning, design, and construction projects.
- * Directs the development and maintenance of the Department's capital improvement program for all airports.
- * Directs studies and analysis to determine future requirements for new facilities.
- * Reviews and comments on proposed legislation affecting airports.
- * Directs the development and maintenance of aviation forecasts, modeling, and data bases.
- * Represents the Department of Airports on facilities planning issues.
- * Provides oral planning presentations to various City Commissions, area committees, public meetings, national and international airport groups, and interested parties.
- * Communicates equal employment/affirmative action information to employees.
- * Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.
- * Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * Supervisory principles and practices, including planning, delegating, and controlling the work of

subordinates engaged in airport planning and development.

- * The principles, practices, and purposes of airport planning.
- * Airport planning theory in regard to transportation, land use and infrastructure.
- * Federal, state, and local laws, rules, and regulations applicable to airport planning and development.
- * Techniques of training, instructing, and evaluating subordinate's work performance.
- * Techniques for counseling, disciplining, and motivating subordinate personnel.
- * Procedures for grievance handling.
- * Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- * Effective safety principles and practices;

A working knowledge of:

- * Memoranda of understanding as they apply to subordinate personnel;

***A general knowledge of:**

- * City personnel rules, policies, and procedures;

The ability to:

- * Evaluate complex technical proposals in relation to soundness of planning features and judgement, economic feasibility, and conformance to department policies and practices.
- * Communicate orally and in writing in a clear, concise, and accurate manner.
- * Deal tactfully and effectively with staff, public officials, and the public.
- * Maintain a work environment to enhance both employee morale and productivity.
- * Apply sound supervisory principles and techniques.

Minimum Requirements: Two years of professional experience as a Supervising Transportation Planner or in an airport or transportation position at least at that level supervising airport planning, engineering, or environmental affairs.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 109 of the Charter.

License: A valid California driver's license is required.

Physical requirements: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.