



## CLASS SPECIFICATION

3/12/2009

### EXECUTIVE ASSISTANT AIRPORTS, 9186

**Summary of Duties:** Under the general direction of the General Manager Airports, Assistant General Manager Airports, or Deputy General Manager Airports, an Executive Assistant Airports acts as a project manager for special projects or programs; assists in executive and administrative matters; represents the Department before City officials, and other agencies; may act as the executive liaison between the Board of Airport Commissioners and executive management; may direct any of the organizations and/or activities assigned by the General Manager Airports, Assistant General Manager Airports, or Deputy General Manager Airports; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity.

**Distinguishing Features:** An Executive Assistant Airports reports directly to the General Manager Airports, an Assistant General Manager Airports, or the Deputy General Manager Airports and acts as project manager for the General Manager with key offices within the Department, elected City of Los Angeles officials and their staffs, airline managers and officials, the FAA, and other important contacts as directed. May direct any of the organizations and/or activities assigned by the General Manager Airports, Assistant General Manager Airports, or Deputy General Manager Airports. Attends meetings on behalf of executive management and communicates executive management's position, instructions and requirements as appropriate regarding issues concerning the Airports Department. Exercises decision-making authority on behalf of executive management regarding budgetary, organizational, and staffing issues in the Airports Department.

This class is distinguished from Deputy General Manager Airports and Assistant General Manager Airports in that the latter classes have broader areas of responsibilities, and an employee in the class of Executive Assistant Airports can be supervised by a Deputy General Manager Airports, an Assistant General Manager Airports or the General Manager Airports.

**Examples of Duties:** An Executive Assistant Airports:

- Under direction of the General Manager, Deputy General Manager Airports, or Assistant General Manager Airports, prepares, analyzes, and takes action on all reports, correspondence, and other documents that are submitted to the Department for review and approval;
- Investigates and exercises independent judgment in the disposition of such reports and correspondence;
- Investigates and takes appropriate action on important, sensitive and confidential matters affecting department personnel, tenants, airlines, other governmental agencies and the public;

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- Makes assignments to executive level managers and subordinate supervisors for action as required;
- Creates speaking points for the General Manager in preparation for presentations to external organizations and community groups;
- Makes recommendations to the General Manager on Departmental issues upon which policy decisions are based;
- Reviews the Departmental budget for conformance with the approved strategic business plan and appropriate supporting goals and objectives;
- Makes recommendations to the General Manager regarding the organizational structure of the Department and the line and functional reporting relationships of the Department's airports and divisions;
- Represents the General Manager in making policy presentations to local officials such as mayors, city managers, city councils and other governing bodies;
- Represents the Department before City officials, air carriers, the Federal Aviation Administration (FAA), the Transportation Security Administration (TSA), other governmental agencies, citizen groups and other organizations on various activities and/or projects at Los Angeles World Airports' facilities;
- Represents the General Manager at civic, business and social functions as required;
- Supervises, organizes and manages the day-to-day operation of the General Manager's office;
- Serves as liaison to the Board of Airports Commissioners, Human Resources, Finance and other key internal groups to insure management's issues are being addressed;
- May supervise any of the organizations and/or activities assigned by the General Manager Airports, Assistant General Manager Airports, or Deputy General Manager Airports;
- When in a supervising position, incumbent performs the full range of supervisory activities including the application of discipline, processing and resolving grievances, and evaluating performance; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

### **Qualifications:**

#### **Knowledge of:**

- The principles and practices applicable to the organization, management, and financial activities of a major airport;
- The principles and practices applicable to the management and administration of a large business organization;
- The organization of the Department of Airports and the functions and interrelationships of its divisions;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Supervisory responsibility for equal employment opportunity as set forth in the City's Equal Employment Opportunity Program;

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- City Charter provisions, laws and City Attorney opinions affecting the Department of Airports; and
- City personnel, financial, and administrative rules, policies, and procedures that affect Department of Airports operations.

### **The ability to:**

- Obtain necessary information;
- Prepare clear, concise and comprehensive reports;
- Work effectively with city managers and officials, business officials, community leaders and others;
- Effectively communicate the General Manager's goals, objectives and expectations to Department managers;
- Maintain a work environment to enhance both employee morale and productivity; and
- Apply sound supervisory principles and techniques.

### **Minimum Requirements:**

1. Graduation from a recognized four-year college or university; and
2. Two years of full-time paid experience with the Los Angeles World Airports in a position at least at the level of Senior Management Analyst II, supervising administrative support functions, public and/or community relations programs, human resource functions, or acting as a direct staff assistant to a Deputy General Manager Airports, Assistant General Manager Airports, or General Manager Airports.

A valid California driver's license may be required.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.6 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.**