

Summary of Duties : Directs, coordinates and reviews the administrative activities of the Department of Airports; directs the formulation and preparation of the Department's annual budget; and does related work.

Distinguishing Features : The Director of Airports Administration, under the direction of a Deputy General Manager Airports, is responsible for the direction of the Department's administrative, personnel, fiscal and property management functions and exercises independent judgment in planning and developing longrange administrative, accounting, employee relations and fiscal programs. An employee of this class receives assignments in terms of desired objectives within the framework of Board policy with the results being reviewed for effectiveness.

Examples of Duties : Directs, through subordinate managers, the Departmental administrative activities, such as accounting, data processing, purchasing, property management, personnel management and employee relations programs; coordinates the work of bond sales consultants and airport management consultants; directs the timing and amounts of investments; reviews and approves the appropriate types and amounts of fire, liability, and property damage insurance; and may occasionally be assigned to other duties for training purposes or to meet technological changes and or emergencies.

Qualifications : A good knowledge of the major principles and practices of administration, organization and management; a working knowledge of the principles, processes and laws governing the sale, purchase, registration and redemption of municipal revenue bonds; a working knowledge of the theory and practice of governmental and commercial accounting, and fiscal administration; a working knowledge of the principles and practices of public personnel administration and labor relations; a working knowledge of the principles and practices of property management; a working knowledge of the organization, functions, operations, and management of the Department of Airports; a working knowledge of the provisions of the City Charter, ordinances, and laws pertaining to accounting, auditing, personnel administration, equal employment opportunity and affirmative action; the ability to supervise subordinate technical and professional management personnel; the ability to meet and deal tactfully and effectively with officials, employees, and the public.

Two years of experience as a Chief Administrative Assistant or in a position of at least at that level with primary responsibility for supervising a staff engaged in one or more of the following functions: Personnel; Accounting; Data Processing; Property Management; or Administrative Services and Budgeting, is required.

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

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

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

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 the duties and responsibilities of any position shall be.