



## City of Kansas City, Missouri Job Class Specification

**Job Title:** AIRPORT POLICE CHIEF  
**Job Code:** 3316

**Status:** EXEMPT

**Department:** AVIATION  
**Grade:** EX-6

### Summary

This is administrative and supervisory public safety work in directing the operations of the Airport Police Division within the municipal airport. The incumbent may act independently using operational procedures and precedents as guidelines in assessing situations and in utilizing available resources to achieve division objectives.

The position encompasses general public safety and police duties involving the enforcement of all applicable laws, rules, and regulations pertaining to safeguarding property and persons in attendance at the airport. Work includes responding to all crash, fire, and emergency situations. Work also includes responding to passenger screening checkpoints when weapons, explosives or hazardous materials are detected. Work includes working with other agencies, problems dealing with visiting dignitaries, large reception crowds, bomb threats, and prevention of theft and vandalism.

### Duties and Responsibilities

- Directs the administration of the division subordinates and delegates authority to achieve division objectives.
- Directs assigned work related to the overall security and safety of all patrons, tenants and employees of the airport in compliance with Transportation Security Administration (TSA) regulations, 49 CFR Part 1542.
- Directs the administration of the assigned work related to the operation and administration of municipal airports, including the enforcement of federal, state and municipal rules and regulations governing the airport use; and the rules and regulations mandated by the Aviation Department of Kansas City, Missouri, relevant to city owned airports.
- Determines and establishes priorities, provides proper personnel assignments, identifies problems, gives special instructions, and secures and dispenses relevant information to assigned personnel.
- Reviews performance of subordinates in order to identify the extent to which the assigned work is being completed and the level of performance displayed by the subordinates, by watching and listening, directly and/or indirectly. Encourages employee development and institutes a system of appropriate disciplinary actions.
- Ensures that decisions made by, or delegated to, subordinates are in compliance with the rules and regulations of the city, the department, and the division.
- Ensures that the procedures, methods, and controls necessary for the protection and safe guarding of passengers, travelers, tenants, and airport personnel against acts of unlawful and disruptive behavior are carried out properly by airport police personnel.
- Prepares and maintains budget for the division.
- Confers with superiors regarding assigned programs; prepares reports evaluating such programs; makes recommendations for program(s) improvement; revised needs, time goals and costs.

- Counsels and consults with professional management people in the fields of airport operations, law enforcement, airport security and safety.
- Provides adequate, cost effective staffing for a seven (7) day operation.
- Works with the TSA, FAA, Airlines, Airport Tenants and other agencies to address concerns and develop policies and procedures to safeguard airport interests.
- Performs related duties as required.

## **Technical Skills**

Extensive knowledge of:

Airport operations, maintenance and safety requirements of a medium or large hub airport.

Federal, state and local rules and regulations governing the use, operation and management of airports.

Practices and methods used in enforcing safety programs.

The laws, ordinances, rules and regulations governing the maintenance of law and order, including those relating to arrest and evidence. Modern police practices and methods.

First aid principles and skill in their application.

TSA and FAA regulations as they pertain to safety and security of a medium hub airport.

Practices the principles and methods of managing an airport law enforcement division.

Plan, assign, direct and coordinate effectively the activities of a number of subordinates engaged in airport security and safety activities.

The principles of modern human resources administration.

Resources for technical and legal information impacting human resources administration.

Information management concepts.

Ability to:

Understand, deliver and/or carry-out complex written and oral instructions.

Communicate clearly in writing and speech.

Analyze situations and adopt a quick and efficient course of action that is

to include making logical decisions under pressure.

Maintain mental alertness and good observation skills.

Maintain professional bearing as determined by neatness and overall grooming.

Observe situations analytically and objectively and to record them clearly and completely.

React quickly and calmly in emergency situations.

Enforce laws, ordinances, regulations, and airport safety rules with firmness, tact, and impartiality.

Recognize unsafe or hazardous conditions relating to airport runways, taxiways, aprons, roadways, and terminal facilities and report hazards immediately.

Establish and maintain effective working relationships with subordinates and other city employees, representatives of other agencies, patrons, tenants, and the general public.

Skill in:

The care and use of firearms.

## **Education and Experience**

Accredited Bachelor's degree and five (5) years managing law enforcement officers, including three (3) years at the level of Airport Police Lieutenant.

OR

An equivalent combination of qualifying education and experience.

**Certificates/  
Licenses/  
Special  
Requirements**

- Must pass a physical examination and physical abilities test as prescribed by the City
- Will be required to pass a pre-employment drug screen and psychiatric evaluation.
- Must pass a background check as prescribed by the City.
- Successful completion of a TSA criminal history check.
- Must be eligible to obtain a special police commission as issued by the Kansas City, Missouri Police Department, Board of Police Commissioners.
- Must possess a valid state-issued driver's license in accordance with City of KCMO policies.
- Must possess a P.O.S.T Class A certification

**Supervisory  
Responsibility**

Supervision is exercised over assigned personnel and staff of the Airport Police.

**Supervision  
Received**

Work is performed under general supervision of the Deputy Director of Aviation or Designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created  
Revised**

08/2022 , 01/2024