

- Plans, Organizes and Directs the administration of the work related to airport safety and security.
- Works with the TSA, FAA, Airlines, Airport Tenants and other agencies to address concerns and develop policies and procedures to safeguard airport interests.
- Counsels and consults with professional management people in the fields of airport operations, construction and maintenance, air transportation, public and business administration, airport finance, insurance, accounting, airport properties, law enforcement, airport security and safety.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:

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

Technological, legal, contractual, financial and operational changes of a municipal airport. Federal, state and local rules and regulations governing the use, operation and management of airports.

Practices and methods of building and grounds maintenance and repair work and other necessary work safety precautions.

Engineering aspects involved in airport management.

Principles and practices of airport financing programs, accounting systems and budgeting.

Principles, practices and methods of managing airport properties leasing and contracting negotiations and business affairs.

The principles and methods of basic research and data collection.

The philosophy and capabilities of operations research approach.

TSA & 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 depart

The principles of modern human resources administration.

Resources for technical and legal information impacting human resources administration.

Information management concepts.

Ability to:

Analyze and effectively report upon operating conditions and problems and to recommend appropriate solutions for improvements to programs.

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

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

Education and Experience

Accredited bachelor's degree and five (5) years of managing a division, section or program within airport operations, airport regulatory compliance, or oversight of building and/or construction operations at an airport.

OR

High school graduation and nine (9) years of managing a division, section or program within airport operations, airport regulatory compliance, or oversight of building and/or construction operations at an airport.

**Certificates/
Licenses/Special
Requirements**

- Successful completion of a TSA criminal history check and pre-employment drug screen.
- Must pass a background check as prescribed by the City.
- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- May be required to successfully obtain and maintain an MCI Issued AOA Movement Area Badge with driving privileges.
- May be required to obtain a valid CDL (Commercial Driver's License) Class A, B, or C issued by the State of Missouri prior to the end of the employee's probationary period. (Appropriate CDL will be determined by the department).

**Supervisory
Responsibility**

Supervision may be exercised over assigned personnel

**Supervision
Received**

Work is performed under general supervision of the 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

8/87

10/03, 6/05, 9/06, 1/08, 8/10, 1/11, 12/12, 9/14, 02/19, 02/22, 08/2022, 12/2023, 05/2024,
04/2026