

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Airport Deputy Director Finance and Administration

CLASS CODE: 1686

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are responsible for the overall fiscal and business functions of the Airport and will serve as a key advisor to the Airport Director regarding these matters.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the General Administrative Series – Airport Administrative Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the management responsibilities for all fiscal and business aspects of airport operations.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Directs all Airport fiscal matters including revenue management and enhancement and expenditure control.

Manages all general ledger, account payable, and account receivable activity and coordinates the completion of an annual audit of the financial and operational affairs of the Airport.

Plans, organizes, and pursues the receipt of grants.

Controls and manages all assets owned and entrusted to the Airport.

Coordinates and obtains financing for capital projects including grants, bonds, PFC's, and other funding and debt sources.

Aggressively pursues existing and new sources of funding to meet the financial objectives of the Airport.

Directs the procurement for assets, commodities, goods, and technical professional services.

Coordinates the development and management of annual operating and maintenance and capital budgets.

Serves as the chair of the CIP committee.

Coordinates the preparation of the airline rates and charges.

Oversees compliance with the Airline Use and Lease Agreement.

Serves as a liaison between the Airport and airport tenants, other City agencies, governmental agencies, and interested groups regarding the fiscal and business affairs of the Airport.

Attends and participates in airline committee meetings.

Establishes and maintains contacts with representatives of the federal, state, and local government agencies, legislative bodies, airlines, airport tenants, and the general public.

Directs and manages the Airport Properties function including negotiations for rental and lease space, concession space, other revenue producing contracts, and use of Airport facilities.

Enforces and audits all lease and concession agreements.

Directs the operations and management of the Airport's concession program and assist in developing the concessions/retail master plan.

Directs a citywide M/WBE program including DBE participation on Airport projects.

Administers the City's Living Wage Program.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a motor vehicle, personal computer, two-way radio, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as daily operations log, aircraft statistics, construction plans, performance appraisals, lease agreements, manuals and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; requires the ability to utilize principles of descriptive statistics including calculating cost benefit ratios, return on investment ratios, debt to equity ratio and various other forecasting applications.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as office supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Requires the ability to distinguish objects clearly at close-range, such as line item budgets.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.