

## City of Dayton

### Division Manager – Airport Administration and Financial Officer\*

**Grade:** A14 **Class Code:** 3426A  
**FLSA:** Exempt **Status:** Unclassified  
**Department(s):** Aviation  
**Division(s):** Airport Administration & Finance  
**Reports To:** Director of Aviation  
**Created:** 5/16/00

\*Title formerly Airport Administration & Finance Manager\*\*Grade Increase

**Revised:** 12/12/07; 6/19/12; 4/25/17, \*\*7/2/21

**Prepared By:** Tracy Williams, Human Resources Analyst

Tracy L. Williams; Human Resources Analyst  
Digitally signed by Tracy L. Williams;  
Human Resources Analyst  
Date: 2021.08.04 12:14:26 -0400

**Approved By:** Shelley Dickstein, City Manager

Signature approval on file

#### Qualifications

**To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

#### Purpose

This is a management position involving the use of mature judgment, experienced supervisory ability, above average organizational and, communication skills, proven administrative acumen with the ability to relate, and lead others while overseeing the daily management of the fiscal and administrative operations, and functions of the Department of Aviation. The Division Manager – Airport Administration reports directly to the Director of Aviation.

#### Supervisory Responsibilities

The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws for up to 10 supporting staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The incumbent must maintain a thorough knowledge of administrative policies and procedures, standard operating guidelines/procedures while establishing work priorities for staff within the division. The incumbent can recommend the rewarding, discipline and adjustment of grievances of subordinates.

#### Essential Duties and Responsibilities

The Division Manager - Airport Administration and Financial Officer provides oversight for the planning development and implementation of all business and fiscal activities for the Department of Aviation. The scope of responsibilities will include but are not limited by the preparation and administration of the department's operating and capital budget.

The incumbent oversees the development of the department's annual budget, its preparation, analysis, implementation, monitoring, debt management, and all related matters including issuance of debt, management of financial instruments and agreements.

The incumbent monitors all phases of the budget and develops the appropriate monthly and quarterly status reports Participates in long-term planning, forecasting and revenue requirement projections, and will prepare and administer the airline rates and changes as well as the airline settlements.

The incumbent will maintain a variety of complex accounting systems required to operate an enterprise fund and ensure internal controls to safeguard assets. Trains and directs department staff in general accounting functions; prepares reports and maintains accurate records that relate to fiscal and administrative matters. Assists managers to identify, and resolve budgetary, operational, and administrative concerns ensuring accuracy and compliance with established City policies and procedures.

The incumbent works closely with the Department of Finance, and Procurement, Management and Budget to facilitate a working relationship among staff for creative problem solving. Participates in capital planning as it

## **Division Manager - Airport Administration Page 2 of 4**

relates to how changes will impact the departments' budget.

Incumbent participates with senior department and City management in establishing goals and general parameters to monitor and measure performance standards for day-to-day operations. This position works with other department personnel to ensure conformance with department policies and procedures and Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations/orders.

The Division Manager - Airport Administration and Financial Officer acts as a liaison and coordinates with various entities including FAA, TSA, Federal Bureau of Investigation (FBI), County and State Agencies, airline and airport tenants and other City departments. As a senior level officer of the City and the Department of Aviation the incumbent must be able to manage relationships with rating agencies.

The Division Manager - Airport Administration and Financial Officer is responsible for all pertinent administrative and fiscal responsibilities associated with programs and services within the department such as purchase order submission, contracts and invoices, supply ordering, revenue expense tracking and information on the cost center.

The incumbent assists with the financial arrangements for lease negotiations to ensure levels of revenue are sufficient to meet expenses and service debts. The Division Manager - Airport Administration and Financial Officer manages the flow of statistical data relative to personnel and revenue collection to ensure records and timely revenue collection.

The incumbent oversees the administration of grants.

### **Core Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies. All employees are held to these Core Competencies:**

#### **1. Job Knowledge**

- Competently applies functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Performs responsibilities with integrity and ethically, keeps commitments, and upholds organizational values.
- Keeps confidences, admits mistakes, and presents the truth in an appropriate and supportive manner.
- Makes sound decisions on difficult issues; exhibits a willingness to make decisions, supports and explains reasons for decisions, and includes the appropriate people in the decision-making process.

#### **2. Quality and Quantity of Work**

- Consistently produces thorough, timely and accurate work and takes initiative to seek out improvements for quality sake without being told.
- Monitors own work in order to maintain a high level of quality while meeting productivity standards.
- Consistently practices and promotes safety as part of performing the job.
- Completes work in a timely manner and continually strives to increase productivity.

#### **3. Customer Impact**

- Produces work and services that consistently meet or exceed the standards and expectations of internal and external customers.
- Consistently demonstrates City Customer Service - Core Values
- Stays up-to-date on information and trends that impact the customer.

### **Customer Service - Core Values**

**Our core values are the standard by which we conduct ourselves and our interactions with our citizens.**

**All employees are held to these Customer Service - Core Values:**

#### **1. Courteous & Professional - "I demonstrate courtesy and professionalism in all customer interactions."**

- Greet customers in email, phone, and in person in a professional manner, with a positive, helpful attitude.
- Listen attentively and with empathy, respecting the customers' point of view; listen and speak to the

## **Division Manager - Airport Administration Page 3 of 4**

customer in a professional manner (do not interrupt, be patient – even if their facts are wrong – let them finish speaking). When working with a customer, focus on them.

- Maintain a professional behavior, focusing on the customers' question or issue, not their personality.
2. Accountability/Ownership - "I help customers understand how to resolve their issues."
    - Quickly acknowledge service request has been received and follow-through and follow-up in a timely manner.
    - Deliver as promised, asking for help from co-workers and supervisors as needed.
    - Do not mislead customers about what can be done. Give clear and truthful responses, even when you can't give customers what they are expecting.
    - Clearly and patiently describe the appropriate courses of action.
    - Improve service delivery by soliciting customer feedback throughout the process. Share feedback with co-workers and supervisors.
  3. Take Initiative - "I am proactive in problem solving."
    - Adopt a problem-solving approach, rather than a "That's not my department/job," reaction.
    - Understand the organization and other departments' services in order to anticipate customers' questions, concerns, and needs. Be prepared to respond with possible solutions.
    - Ask questions to get at the root of the issue (such as checking the service address, has anything changed, etc.)
    - Share relevant information with the customer so they understand their choices and the possible outcomes of their choice.

### **Supervisor/Manager Competencies**

**The following competencies have been identified for employees who supervise or manage others.**

1. Leadership
  - Effectively influences actions and opinions of others
  - Accepts feedback from others
  - Gives appropriate recognition to others
  - Inspires and motivates others to perform well.
2. Planning, Organization, Delegation
  - Prioritizes and plans work activities
  - Uses time efficiently
  - Sets goals and objectives
  - Organizes or schedules other people and their tasks

### **Variable Competencies**

**The following competencies have been identified as relevant to the job the employee performs.**

1. Analytical
  - Synthesizes complex and diverse information.
  - Collects and researches data.
2. Problem Solving
  - Identifies and resolves issues in a timely manner.
  - Gathers and analyzes information skillfully.
  - Develops alternative solutions.
3. Planning/Organization
  - Prioritizes and plans work activities.
  - Uses time efficiently.
  - Organizes or schedules other resources.
4. Teamwork
  - Exhibits objectivity and openness to others' views.
  - Gives and welcomes constructive feedback.
  - Contributes to building a cohesive team through trust and mutual respect.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently indoors. The noise level in the work environment is usually low.

**Education/Experience**

Bachelor's Degree in Accounting, Finance, Airport Management or a related field, with coursework in the fields of Accounting, Business Law, Statistics and General Management are required.

A Master's Degree in Business Administration (MBA) is preferred.  
Certified Public Accountant Certification (CPA) is preferred.

Five (5) years' experience increasingly responsible work at a management level in an accounting or financial career field,

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**Certificates, Licenses, Registrations**

Must have a valid driver's license at time of appointment and maintain as a condition of employment.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties employees of this classification may be required to perform.

Employee signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_