



City of Houston

DEPUTY ASSISTANT DIRECTOR (EXE LEV)

SALARY	\$4,153.85 - \$4,615.38 Biweekly \$108,000.00 - \$120,000.00 Annually	LOCATION	16930 John F. Kennedy Blvd.
JOB TYPE	Executive Level	JOB NUMBER	32320
DEPARTMENT	Houston Airport System	OPENING DATE	09/25/2023

POSITION OVERVIEW



APPLICATIONS ACCEPTED FROM: ALL PERSONS INTERESTED

BUSINESS UNIT: PLANNING & DEVELOPMENT - ENVIRONMENTAL

REPORTING LOCATION: 16930 JOHN F. KENNEDY BLVD.

WORKDAYS & HOURS: MONDAY - FRIDAY 8AM - 5PM*

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under the general direction of the Director – Planning & Development, the DAD Environmental is responsible for all aspects of the Environmental Business Unit. The purpose of this position is to ensure the Houston Airport System (HAS) is compliant with environmental regulations in all areas, including, but not limited to, air quality, waste, clean water, and pollution. The DAD - Environmental plays a scientific and administrative role to include, creating, implementing and maintaining programs and procedures to facilitate a safer and sustainable environment. The DAD - Environmental is expected to review the whole operation, carrying out environmental audits and assessments, identifying and resolving environmental problems and ensuring necessary changes are implemented. This position is the manager for the human resources of the business unit and works to ensure the proper allocation of resources and skillsets to accomplish the initiatives of Planning & Development in alignment with HAS strategic initiatives.

The Deputy Assistant Director will be responsible for the following duties:

- Managing FAA Environmental Reviews for all HAS and tenant projects, Stormwater Program, Abatement Program, Noise Office, and Contract Administration.
- Manages and directs managers, reviews operations, and may establish objectives within the assigned department.
- Establishes policies, procedures, guidelines and project schedules.
- Reviews and evaluates correspondence and various proposed ordinances and plans.
- Manages, trains, develops, counsels and evaluates staff performance.
- Coordinates the preparation, implementation and monitoring of the budget and expenditures.

- Assists in the design and implementation of special systems, plans and projects.
- Acts as liaison to other departments, government agencies and the private sector.
- Researches, reviews and evaluates new data, reports, products and other information.

WORKING CONDITIONS

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM REQUIREMENTS

EDUCATION REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration or a closely related field.

EXPERIENCE REQUIREMENTS

Seven years of progressively more complex/responsible administrative experience are required, with at least three of the years in a supervisory capacity.

A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.

LICENSE REQUIREMENTS

Valid driver's license and compliance with the City of Houston driving policy (A.P. 2-2).

PREFERENCES

Preference will be given to applicants with:

- Master's degree in Environmental Engineering, Environmental Health, Environmental Sciences or Management, Bioscience, Earth Sciences, Engineering or Urban Planning with a sustainability focus or a relevant degree from an accredited university.
- Five (5) years of supervisory experience.

*****Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.*****

GENERAL INFORMATION

SELECTION / SKILLS TESTS REQUIRED

Department *may* administer skills assessment test.

SAFETY IMPACT POSITION Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

PAY GRADE 30

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during active posting period. **Applications must be submitted online at: www.houstontx.gov.**

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (832/393-0453).

If you need special services or accommodations, call (832/393-0453). (TTY 7-1-1)

If you need login assistance or technical support call 855-524-5627.

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

EOE Equal Opportunity Employer

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

Agency

City of Houston

Address

901 Bagby St

Houston, Texas, 77002

Website

<https://www.houstontx.gov/>

DEPUTY ASSISTANT DIRECTOR (EXE LEV) Supplemental Questionnaire

***QUESTION 1**

Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?

- Yes
 No

***QUESTION 2**

Which best describes your highest level of education?

- High School Diploma / GED
 Associate's Degree
 Bachelor's Degree

- Master's Degree or higher
- None of the Above

***QUESTION 3**

What concentration is your degree in?

- Environmental Engineering
- Environmental Health
- Environmental Sciences
- Bioscience
- Earth Science
- Engineering
- Urban Planning
- Business Administration
- Public Administration
- Other
- I do not have a degree

***QUESTION 4**

How many years of experience related to this role do you have?

- Less than 5 years
- 5 - 6 years
- 7 - 8 years
- 9 years or more

***QUESTION 5**

Please describe your relevant experience. If none use N/A. (See resume is not an acceptable answer.)

***QUESTION 6**

Which best describes your years of experience in a supervisory capacity?

- I have no managerial experience
- Less than 3 years
- 3 - 4 years
- 5 years or more

***QUESTION 7**

Are you a current Houston Airport System employee?

- Yes
- No

***QUESTION 8**

Do you have a current/ valid Texas Driver's License?

- Yes
- No

* Required Question