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Specification for the Class:

AIRPORTS ASSISTANT ADMINISTRATOR

Distinguishing Characteristics:

Under the general direction of the Airports Administrator, assists in the administration of the Department of Transportation's Airport Division by managing, directing and controlling an assigned major functional area (e.g., operations, administrative services) through subordinate managers/supervisors.

Airport Operations – Manages, plans, directs, controls and coordinates all airside and landside operations of all air transportation facilities under the jurisdiction of the Department of Transportation, including, but not limited to: commercial and general aviation airside activities; aircraft movement and non-movement areas and activities; air terminal gate uses and supervision of all construction projects, including runways, taxiways and associated ramp/apron areas; safety, security, crash fire and other emergency services; airport certification; airport building maintenance and custodial services.

Airport Administration – Manages, plans, directs, controls and coordinates administrative aspects in support of air transportation facilities operations, including, but not limited to: budget and financial management, human resources management, organizational management, and property management and land acquisition.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in this class.)*

1. Manages, plans, directs coordinates and controls an assigned major functional area (e.g., operations, administration) through subordinate managers/supervisors. Controls and coordinates inter-district operations; and establishes priorities for work improvements.
2. Reviews reports and recommendations submitted by subordinate supervisors regarding facilities, manpower and other management concerns; provides management input and takes final action on recommendations.
3. Develops and executes policies and procedures to ensure efficiency and

effectiveness of the assigned functional area, and compliance with pertinent laws, rules, regulations and departmental policies and procedures.

4. Directs the conduct of research studies and the development and periodic review of short- and long-range plans.
5. Directs the development and control of operational budgets for the assigned functional area.
6. Develops necessary legislation related to airport operations based on research and analysis conducted on problems and issues. Provides testimony to the Legislature as necessary.
7. Establishes and maintains effective working relationships with government officials to assure compliance with federal and state laws, rules and regulations; establishes and maintains effective working relationships with airline industry representatives and all enterprises conducting business at airport facilities.
8. Represents the State of Hawaii in all meetings with officials of the Department of Homeland Security on matters of national security which involve the Airports Division.
9. Plans, assigns, reviews and evaluates subordinates' work; approves/disapproves leave requests and personnel actions; provides for orientation and staff development; provides counseling and discipline as necessary; and handles grievances.
10. Determines need for and plans public meetings and hearings; reviews work of subordinates in developing list of attendees, agenda, legal notices, schedule, presentations, and other material; evaluates hearing results and ensures outstanding issues are resolved.

Competencies Required: *The competencies required to effectively perform the key duties of this class are indicated in the following table. The degree of each competency required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in this class.*

COMPETENCIES
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.
WRITING: Use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner; produce written information that is

appropriate for the intended audience.
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.
TECHNICAL COMPETENCE: Understand and apply principles, practices, methods and techniques pertinent to the assigned area of responsibility (i.e., airport operations, airport administration).
ORGANIZATIONAL AWARENESS: Understand and apply pertinent laws, rules, policies and procedures.
MANAGERIAL AND ADMINISTRATIVE SKILLS: Administer, plan, manage, coordinate, direct and control all activities in the assigned functional area (i.e., airport operations, airport administration).

MINIMUM QUALIFICATION REQUIREMENTS

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under Experience Requirements, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements: Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below, or any equivalent combination of training and experience.

Specialized Experience: Applicants must possess four (4) years of experience in one or a combination of the following kinds of experience.

- A. **Airport Operations** – Professional work experience in the field of airport operations which demonstrated knowledge of the principles and practices of airport operations that involved accommodating and servicing regularly scheduled commercial aircraft and required knowledge of and responsibility for ensuring compliance with pertinent laws and federal rules and regulations relating to airport operations.
- B. **Administrative Services** – Professional work experience which involved one or more administrative support functions such as budget formulation and justification, fiscal management, personnel management and organizational and/or operational research and analysis.

Managerial/Administrative Experience: Two (2) years of professional work experience which involved responsibility for identifying program goals and objectives and evaluating their attainment; identifying resource needs (staffing, materials, equipment); planning, organizing and coordinating program activities to attain program objectives within time, resource and budgetary limitations; and actively participating in program planning, policy determination and budget formulation and execution.

Substitutions Allowed:

- 1. A bachelor's degree in aviation/aeronautics from an accredited college or university that provided knowledge relevant to airport operations meets the Basic Education Requirement and may be substituted for six (6) months of Airport Operations experience.
- 2. A master's degree in aviation/aeronautics from an accredited college or university that provided knowledge relevant to airport operations meets the Basic Education Requirement and may be substituted for one (1) year of Airport Operations experience.
- 3. A master's degree in business administration, public administration, or personnel administration from an accredited college or university may be substituted for one (1) year of Administrative Services Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

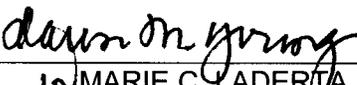
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specification for the class AIRPORTS ASSISTANT ADMINISTRATOR that was approved on January 3, 2008.

DATE APPROVED: 2/19/2010



MARIE C. LADERIA
Director of Human Resources Development