



City of Los Angeles

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City of Los Angeles Personnel Department

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AIRPORT MANAGER

Class Code: 7260

Open Date: 02-14-14

ANNUAL SALARY

\$101,643 to \$126,282; \$111,561 to \$138,622; \$138,288 to \$171,821

NOTE:

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

DUTIES

An Airport Manager manages through subordinate supervisors, the landside transportation, air side operations, and maintenance activities at a commercial or general aviation airport; coordinates with law enforcement to maintain security of airport property, buildings, facilities, and airfield; participates in planning and coordinating the use of airport facilities by airport tenants and other concerned organizations; may direct the public and community relations activities at the outlying airport; fulfills Equal Employment Opportunity responsibilities; and applies sound supervisory principles and techniques in building and maintaining an effective work force.

REQUIREMENTS

1. Two years of full-time paid experience with the City of Los Angeles in a class at least at the level of Chief of Operations supervising staff involved in the operations or maintenance of an airport; or
2. For qualifying experience gained outside of the City of Los Angeles, two years of full-time paid experience as a second-level supervisor with responsibility for the operations or maintenance of a medium or large hub commercial airport (as defined by the Federal Aviation Administration).

NOTES:

1. In addition to the regular City application form, each candidate is required to complete the Airport Manager Qualifications Questionnaire at the time of filing. The Airport Manager Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

APPLICATION DEADLINE

Applications must be received by THURSDAY, FEBRUARY 27, 2014.

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from February 14, 2014 in the event that additional applicants need to be tested to meet hiring needs.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

NOTE:

EXPERT REVIEW COMMITTEE

Should a large number of qualified applicants file for this examination, an expert review committee may be assembled to evaluate each applicant's qualifications for the position of Airport Manager. In this evaluation, the expert review committee will assess each applicant's training and experience based upon the information in the applicant's City employment application and the Qualifications Questionnaire. Those applicants considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of an Airport Manager, based solely on the information presented to the committee, will be invited to participate in the interview.

SELECTION PROCESS

Examination Weight: Interview 100%

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience, training and personal qualifications as they provide the background necessary to plan and coordinate the work of subordinate supervisors engaged in landside transportation, air side operations, and maintenance activities at a commercial airport, including knowledge of: principles and practices of the operation of airport facilities; noise and environmental factors affecting the operation of airports; risk management, security measures, emergency response procedures and safety principles and practices as they relate to airport operations; various laws and regulations imposed on airports; airline procedures and aviation terminology; the ability to work effectively with airport divisions and tenants to resolve operational problems; ability to enforce department policies; ability to apply process improvements; ability to plan, organize, coordinate, and direct a comprehensive program in the operation, maintenance and security of an airport; ability to apply sound management skills and supervisory concepts, principles and practices, including equal employment opportunity; the ability to communicate and deal effectively with management, subordinates, tenants, other agencies, community leaders, and the public; and other necessary skills, knowledge and abilities.

The Qualifications Questionnaire will not be separately scored, but will be considered by the interview board in evaluating each candidate's qualifications. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **APRIL 21, 2014 to MAY 2, 2014**.

NOTES:

1. Appointment to this position is subject to a one-year probationary period under the provisions of City Charter Section 1011.
2. Promotional candidates will accrue seniority credit at the rate of 0.10 of a point for each year of continuous service in those classes, which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
3. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment application by Personnel Department staff to ensure that the minimum qualifications have been met.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
6. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
7. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
8. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.10 of a point seniority credit for each year of continuous classified City service in qualifying classes up to a maximum of one point, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
9. If in conjunction with Civil Service Rules, applicants who are current eligible City employees or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.

**THIS EXAMINATION IS TO BE GIVEN BOTH
ON AN INTERDEPARTMENTAL PROMOTIONAL AND OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.