



## EXECUTIVE DIRECTOR, AVIATION DIVISION

**OCCUPATIONAL SERIES:** 1801

**FIELD/HQ:** HQ

**PAY BAND:** TSES 02

**PILLAR:** Operations Support

### **JOB RESPONSIBILITIES**

- Oversees aviation policy development and improvement, identification of desired security outcomes, establishment of performance baselines and metrics, and the dissemination of security directives and program changes.
- Advises on matters related to the aviation industry including operations, anticipated challenges, and global aviation security policy.
- Monitors transportation security policies and directives, emergency amendments, and proposed and enacted aviation security legislation.
- Drives aviation risk reduction by using risk-based methodology to develop security products and by serving as the principal interface for risk-based security at the checkpoint.
- Testifies before and briefs Congressional staff and members of Congress on aviation security policies.
- Evaluates the effectiveness of operations and programs and adjusts as needed to meet emerging priorities.
- Provides expert security guidance to industry association partners and government sectors on aviation security policy issues.
- Exercises supervision through subordinate managers responsible for Commercial Aviation Aircraft Operators, Commercial Airports, and General Aviation Security Policy and Industry Engagement.
- Applies the aviation security standards while drafting and interpreting procedures and regulatory aviation and air cargo security requirements on a national and international level.
- Ensures Industry Engagement through intelligence sharing, two-way communication, shared understanding of nationally significant risk and vulnerabilities, best practices and policy development.
- Engages regulated entities in the policy development process, from the initial problem statement to reviewing draft policy language.
- Provides expert security guidance to industry association partners and government sectors on national and international aviation security policy issues.

### **JOB SKILLS**

- Promotes industry engagement by sharing aviation transportation related security information and building strategic partnerships with industry operators, advisory groups, and other TSA components and Federal agencies.
- Drafts and interprets global aviation security standards and regulatory requirements applicable on national and international levels.
- Maintains a network of aviation industry operators for purposes of ensuring that there is current and consistent information regarding TSA policies and activities and their impact on aviation transportation partners.
- Obtains industry partner buy-in and establishing mutual accountability.

### **JOB OVERVIEW**

Serves as the industry aviation security policy expert and executive-level management official responsible for establishing and maintaining a network of aviation transportation sector partners for the purposes of facilitating cohesive and consistent communications related to security within the aviation industry and developing and implementing global aviation and air cargo security policy.

# PROFESSIONAL TECHNICAL QUALIFICATIONS (PTQ)

The application process used to recruit for the position is RESUME-BASED.  
Each PTQ AND ECQ must be CLEARLY ADDRESSED in your resume.



- Knowledge of aviation security standards, procedures and regulations sufficient to manage a national program.
- Experience developing and/or implementing policies or programs with national or industry-wide implications or with other large-scale applications.
- Knowledge of the relationships between Department of Homeland Security components, programs and private sector organizations and/or other governmental departments, bureaus, and equivalent organizations in monitoring, networking and managing aviation security.

## EXECUTIVE CORE QUALIFICATIONS(ECQ)



- **ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.
- **ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.
- **ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.