



EXECUTIVE DIRECTOR FOR SMALL/ MEDIUM/ LARGE HUBS

OCCUPATIONAL SERIES: 0340

FIELD/HQ: HQ

PAY BAND: TSES 02

PILLAR: Security Operations

JOB OVERVIEW

Improves airline and airport security by directing aviation operations and security programs, overseeing compliance inspection functions, conducting risk assessments, establishing the strategic direction for aviation security operations and regulatory compliance management and services, and applying related laws, regulations, and procedures to mitigate risks through the effective supervision of the Federal Security Directors within his/her area of responsibility.

JOB RESPONSIBILITIES

- Mitigates risks by developing aviation security programs and deployment strategies, coordinating readiness exercises, conducting general risk and vulnerability assessments to develop agency action plans, directing crises management and incident responses, and formulating crises management procedures and guidelines.
- Interprets and applies the Aviation and Transportation Security Act (ATSA) to establish federal aviation, law enforcement, cargo handling, security programs or administrative support and standards.
- Develops and maintains federal, state or local aviation, cargo handling, law enforcement or public transportation security laws, regulations, and standards to meet changing law enforcement and security management priorities.
- Oversees direction concerning personnel, policies, and programs and ensures the efficient and effective acquisition, use, distribution, and disposal of Security Operations resources in compliance with applicable policies, procedures, laws, and directives.
- Oversees compliance inspections operations and security systems for various modes of transportation which impact multiple organizations.
- Advises the Assistant Administrator, Domestic Aviation Operations on inspection management programs, and enforcement requirements and methods to safeguard airports in his/her area of responsibility.
- Serves as a central point-of-contact for the aviation community for the implementation of aviation security policy as it relates to regulatory inspection and enforcement.

JOB SKILLS

- Leads staff and nationwide Hub airport operations and security programs by interpreting and applying related technical information, laws, regulations, and policies.
- Collaborates with law enforcement, industry stakeholders, and elected officials to evaluate security operations, resolve issues, and direct resources to meet changing priorities.
- Oversees programs and activities involving significant external stakeholder interaction and ensures effectiveness of stakeholder network.

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.



- Ability to interpret, apply and implement complex laws, regulations and policies that govern aviation operations and aviation security programs at Hub airports nationwide. Examples of the knowledge and experience that reflect the desired ability may have been achieved in one or more of the following areas: aviation; regulation compliance oversight and enforcement; cargo handling; law enforcement; general law; or security.
- Ability to direct major compliance inspections operation and related programs, which involves the management and oversight of activities involving significant external stakeholder interaction.
- Knowledge of airport, airline, or government crisis management plans, contingency measures/conditions, and risk/vulnerability assessment methodologies.

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.