



Code: 7098
Family: Clerical and Office Administration
Service: Operation and Construction
Group: River, Harbor, and Transportation
Series: Airport Operation

CLASS TITLE: AIRPORT ACCOUNTABILITY DIRECTOR

CHARACTERISTICS OF THE CLASS

Under direction, the class develops, directs, and promotes the Department of Aviation's ethics, accountability, and compliance programs, and performs related duties as required.

ESSENTIAL DUTIES

- Designs and develops programs to assess and manage legal and regulatory compliance risks and to establish high ethical standards of conduct for the department
- Designs ethics policies that reflect domestic and international aviation legal requirements and industry codes governing ethical standards
- Manages the department's diversity, ethics and inclusion strategies, programs and initiatives in collaboration with stakeholders
- Works to implement recommendations made from outside integrity monitors to foster an inclusive culture of compliance, transparency, and accountability
- Develops and maintains the department's code of conduct and ensures staff and contractors are trained accordingly
- Works to build and ensure implementation of compliance accountability, oversight and risk management into all levels of department operations
- Collaborates with department divisions to identify risks and oversees the administration of compliance risk assessments
- Directs staff in the assignment and review of work; conduct of performance evaluations; and administration of disciplinary functions
- Works to ensure a distinctive culture of integrity and ethical behavior are embedded across department operations
- Develops online training curriculum for employees and contractors (e.g., ethics and business conduct code; Anti-Bribery/Anti-Corruption compliance; diversity, equity, and inclusion; etc.)
- Works with external stakeholders to deliver community outreach regarding Airport related activities and plans to facilitate the effective inclusive delivery and participation of department initiatives and projects
- Manages the tracking and reporting of compliance, ethics, and inclusion program activities and metrics
- Maintains current on aviation governance requirements, compliance and reporting responsibilities
- Serves as department spokesperson at community and public relations events

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Aviation Management, Social Sciences, Construction

Management, Organizational Development, or a directly related field plus at least five (5) years of work experience in the administration of diversity, equity and inclusion or workplace culture initiatives and programs or governmental ethics and compliance programs, of which two (2) years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience provided the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- Airport facility and general office environment

EQUIPMENT

- Standard office equipment (e.g., telephone/mobile device, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *principles and practices of accountability program, planning, development, implementation, and evaluation
- *diversity, equity, inclusion, ethics, and multiculturalism concepts and issues
- *outreach, engagement, and public awareness campaigns
- *building relationships across lines of business and functions in an organization
- *management and supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *CRITICAL THINKING – Use of logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- *LEARNING STRATEGIES – Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *SOCIAL PERCEPTIVENESS – Demonstrate awareness of others’ reactions and understand why they react as they do

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2023