



AVIATION DEPARTMENT

# Airport Deputy Director, Planning & Engineering







## THE COMMUNITY

Nestled at the base of the San Jacinto Mountains, the City of Palm Springs is known for its crystal-blue skies, year-round sunshine, stunning landscape, and starry nights. Palm Springs' rich history and gorgeous weather make it an ideal place to live and a preferred destination of over six million annual travelers from all over the world. The City maintains the charm of a small town while offering the amenities of an urban center. Palm Springs lies on the western edge of the Coachella Valley approximately 107 miles east of Los Angeles within the ecological area known as the Colorado Desert. The permanent population is approximately 45,500 with a substantial increase of weekend population during peak seasons. The City is known for valuing and celebrating its diverse neighborhoods and communities. Residents of Palm Springs have access to shopping, galleries, restaurants, parks, recreational facilities, hiking trails, bike routes, and horseback riding, as well as the scenic Palm Springs Aerial Tramway up Mt. San Jacinto. As the City enjoys virtually 350 days of sunshine per year, Palm Springs' community has year-round enjoyment of the outdoors. Palm Springs is host to many parades and festivals, including the famed Palm Springs International Film Festival. Residents of Palm Springs find that the City is an ideal community to call home.



## CITY GOVERNMENT

The City of Palm Springs is a full-service city providing residents and visitors with the following services: general governance and administrative management, police, fire, emergency management service, engineering, maintenance of public facilities, streets, recreation, airport, public improvements, planning and zoning, community and economic development including CDBG, animal shelter, sustainability and recycling, convention center, tourism, and library services. As you walk, bike, or drive through our various neighborhoods, you are surrounded by a sense of community. There are a variety of architectural styles throughout Palm Springs, from mid-century modern and more. Since 1994, Palm Springs has been governed as a charter city and operates under a Council Manager form of government. Council Members are elected by district and serve four-year staggered terms, with the position of Mayor rotating annually. The City Council appoints the City Manager and the City Attorney. The City of Palm Springs has a FY2023-24 and 24-25 Capital budget of \$92 million and \$59 million respectively with 657 full-time equivalent allocated positions.

To learn more about the City of Palm Springs, go to:  
<https://www.palmspringsca.gov/>

## ABOUT PALM SPRINGS INTERNATIONAL AIRPORT

A serene hub in Southern California, Palm Springs International Airport (PSP) served more than 3.2 million passengers in 2023 and is owned and operated by the City of Palm Springs. It is the only commercial service airport in the Coachella Valley, the closest airport to Joshua Tree National Park, and hosts 12 airlines providing nonstop service to 31 airports in season with one-stop connections to more than 300 global cities. Renowned for its tranquil open-air ambiance, scenic vistas, and resort-style charm amid groves of palm trees, PSP embodies its iconic legacy while propelling forward through ambitious expansion projects.

The Airport is developing a Master Plan through the year 2045 to address the expansion and modernization of the airport, including parking and airfield improvements, Electric Vertical Takeoff and Land (eVTOL) integration.

To learn more about the Palm Springs International Airport, go to:  
<https://flypsp.com/business/about-psp/>

## THE POSITION

The Deputy Director of Planning and Engineering is a member of the Palm Springs Aviation Department and manages and coordinates operational efficiencies, staff direction and development, the Capital Improvement Projects program, as well as providing expertise, analysis, and recommendations to the Department Head and other City staff as required.

### **Duties and responsibilities include, but may not be limited to the following:**

- » Manage and coordinate special research requests, capital improvement projects, and other department initiatives. Provide accurate and timely reporting.
- » Manage and participate in the development and implementation of goals, objectives, policies, and priorities. Ensure compliance and legal requirements are met.
- » Oversight of planning, design, engineering, and construction management including resources, cost schedules, milestones, and vendor management.
- » Plan, organize, direct, and review the preparation of engineering plans, specifications, designs, and cost estimates for various development projects, easements, and legal requirements. Perform aviation and traffic planning activities and studies.
- » Review, evaluate, and track budget allocations, employees assignments, performance, and project completion.
- » Manage a variety of airport projects to include pavement work, two new concourses, a rental car facility, solar fields, approve and supervise tenant rehab work, i.e., a fuel tank, FAA equipment installations, apron work, etc.
- » Lead the capital planning processes to ensure meeting priority project completion while maximizing funding from all sources; evaluate and analyze reports to make budgetary and other resource recommendations as needed.
- » Maintain and ensure that Airport Safety and Security regulations are met and are current per FAA standards
- » Perform other duties as assigned.

## THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, adaptable, and forward-thinking leader who will enjoys challenges, autonomy, and creative solutions and has a mentorship approach to managing employees. This position will oversee a 20-year, \$4billion capital improvement projects (CIP) program while working with a staff a current full-time staff of 72 (but is now budgeted for 107 employees). The selected candidate will be self-motivated and self-guided, have a solid understanding of aviation to work with agencies

such as the FAA, TSA, as well as airport tenants and other regional partners. The Deputy Director is a new position that will work with a stable team and a talented leader. The successful candidate must have strong communication and interpersonal skills necessary to build and foster positive staff and interdepartmental relationships, as well as to engage with and provide clear presentations and reports to leadership, various committees, community groups, and other stakeholders. A solid track record in strategic planning, political astuteness, and a hands-on and team-oriented collegial work style is ideal.

### **Key Attributes and Characteristics**

- » A positive and supportive managerial style who leads from the front.
- » A lifelong learner who stays current on aviation and airport compliance and regulations and anticipates the need to adapt and can implement the necessary best practices to adjust to new policy changes.
- » A visionary leader who works collaboratively with staff and leadership to take a CIP from scratch and put the pieces together for a successful program.
- » A confident and innovative communicator that advocates and champions for projects and programs on behalf of the Palm Springs Airport.
- » The ability to oversee and assist in managing budget requirements, quality, performance, and productivity

## QUALIFICATIONS

- » Bachelor Degree with major coursework in aviation management, engineering, urban or regional planning, architecture, or a related field.
- » Five (5) years of increasingly responsible experience in management-level planning, engineering, or a related field in an airport/aviation environment.
- » A minimum of one (1) year in a management or supervisory role.
- » Accredited Airport Executive (AAE) or International Airport Professional (IAP) credentials is highly desired.
- » The ability to obtain a Security Identification Display Area (SIDA) Badge and Transportation Security Administration (TSA) will be required.





# APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, September 2, 2024.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/deputy-director-of-planning-engineering/>

Resumes should reflect years and months of positions held.

For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.



## COMPENSATION AND BENEFITS

**\$129,156 - \$173,532 annually (a 5% COLA Increase will take effect July 1, 2025).**

*The City of Palm Springs offers a \$15,000 bonus for this newly hired Deputy Director paid over a two-year period).*

**The City of Palm Springs provides a comprehensive benefit program for employees including:**

- » **Retirement:** Retirement is provided through CalPERS. Classic CalPERS members are eligible for the 2% @ 60 formula with an employee contribution of 7%, while PEPRAs members are eligible for the 2% @ 62 formula with an employee contribution of 8.75%.
- » **Work Schedule:** Four 10-hour days, working Monday-Thursday; must be willing and able to work various hours that may include early mornings, evenings, Fridays, weekends, and holidays.
- » **Medical, Dental, and Vision Insurance:** The City provides a flexible benefit dollar amount to be used on plans and services that best fit the employee's needs. A range of healthcare options are available for medical, dental, and vision coverage.
- » **Leave:** The City provides paid leave at the following accrual rates:
  - Annual Leave accrual begins at 16 hours per month and increases after five years of service.
  - 13 observed holidays per calendar year.
  - Executive Admin Leave is 40 hours per year.

### Other:

- » The City provides \$50,000 of term life insurance.
- » Long Term Disability Plan.
- » Employee paid Supplemental Insurance Programs.
- » Employee paid Deferred Compensation Program.
- » Employee Assistance Program.
- » Tuition Reimbursement Program.
- » The City does not participate in the Social Security program, except for the mandatory 1.45% Medicare contribution for all regular positions.

