RESIDENTIAL SOUND INSULATION
PROGRAM DIRECTOR

DEFINITION
Under administrative direction, directs, administers and implements the Residential Sound Insulation (RSI) Program resources and staff engaged in residential sound insulation and construction projects, provides construction project administration and management, contract and contractor procurement, product analysis, product recommendation and product approval for RSI City projects.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and/or may be required to perform additional, position-specific duties.

ESSENTIAL DUTIES
- Establish and maintain direction and regulation over the Airport Noise Mitigation and Construction program activities and funding resources to ensure compliance with funding mandates and to meet city goals and objectives.
- Develops, communicates and advocates departmental long and short term goals and objectives through strategic planning;
- Maintains working relationships with Federal Agency Administration and Los Angeles Airports and other invested parties to ensure consistent funding for the city program;
- Plans the scope and schedule for the program activities based upon funds available, anticipated funds and community needs;
- Hires and works with design and acoustic consultants for the effective use of Program resources.
- Provides administration support, information, and prepares recommendations to the Aviation Commission and City Council regarding airport issues;
- Responds to citizen inquiries and complaints; establishes and reviews design plans and specifications; oversees preparation and procedures of bids; establishes, reviews and updates the program guidelines, policies and procedures; supervises and evaluates subordinate staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing the City’s Aircraft Noise Mitigation Program, grant application and administration best practices and techniques, municipal proposal bidding procedures, guidelines, and processes, management and/or supervision principles,
- Skilled in managing grant funded programs, working within deadlines, and analyzing, identifying and implementing plans and solutions to complex problems, managing, delegating and evaluating work of staff, communicating verbally and in writing, and in establishing and maintaining effective working relationships;
- Ability to resolve conflicts in a professional and productive manner, promote a healthy work environment, work well as a team and as an individual, and meet competing deadlines;
- Proficient in the use of a personal computer hardware and software packages;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor’s degree from an accredited college or university in Business Administration, Public Administration AND seven (7) years progressively responsible experience in maintaining and implementing grant funded programs including three (3) years at a supervisory level; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.