



DIRECTOR OF SYSTEM OPERATIONS CONTROL- FT DEN

POSITION: Director of System Operations Control
LOCATION: Denver, Colorado
DEPARTMENT: Flight Operations
ACCOUNTABLE TO: Director of Flight Operations
POSITION SUMMARY: Responsible for the overall operations of the Dispatch and Crew Scheduling Department

AREAS OF ACCOUNTABILITY:

- Authorized to exercise Operational Control
- Responsible for the quality of the Dispatch / Flight Release and Crew scheduling processes.
- Authorized to modify policies, procedures, instructions, and information for the Dispatch / Flight Release and Crew scheduling processes.
- Responsible for oversight of all operations in the Systems Operational Control (SOC) department; including but not limited to, the planning, organizing, directing, training, controlling and staffing of all Company dispatch and crew scheduling in compliance with applicable 14 CFR regulations, Operations Specifications, Company policy and directives
- May delegate authority for the Dispatch / Flight Release and Crew Scheduling processes.
- Will be highly knowledgeable with FAR's and Company Manuals as they apply to Dispatch and Crew Scheduling.
- To prepare Dispatch and Crew Scheduling budgets as required by the Director of Operations.
- Interview, hire, and counsel Dispatchers, Chief Dispatchers, and Crew Schedulers
- To work shift duty as required maintaining proficiency and covering open shifts.
- May administer initial and recurrent competency checks on Company Dispatchers.
- Prepare all pay and status changes for dispatch and crew scheduling personnel.
- Will be responsible for all regulatory required records retention
- Will determine appropriate Dispatch and Crew Scheduling staffing levels.
- Will construct monthly dispatcher schedules in accordance with 121.465, and crew scheduling schedules as appropriate.
- Will act as "on-call" Dispatch and Crew Scheduling supervisor during assigned periods.
- Attend industry meetings as appropriate.
- Other duties as assigned

JOB QUALIFICATIONS:

- Must possess a valid FAA Aircraft Dispatcher's certificate.
- Must be at least 23 years old.
- Must be able to demonstrate the ability to read, write and understand the English language.
- Must, in the opinion of the Director of Operations, have adequate skills, knowledge and experience to adequately manage departments and duties.
- Proficient with PC and Microsoft Office skills (including Word and Excel) and ability to learn new programs quickly

PREFERRED QUALIFICATIONS:

- College degree or equivalent relevant experience (3-4 years)
- Advanced coursework and/or training related to Aviation Management and dispatching
- Previous aviation operations experience and knowledge of airline dispatching and crew scheduling
- Sabre dispatch and crew suites experience
- Experience in setup and management of an airline dispatch center

OTHER REQUIREMENTS:

- Legally authorized to work in the U.S.

Please send resume with position applying for to: glajobs@flygreatlakes.com