



City of Mesa

Police Aviation Administrator (Aviation Unit Manager)

SALARY	\$93,554.86 - \$151,478.50 Annually	LOCATION	Mesa, AZ
JOB TYPE	Full Time	JOB NUMBER	16963
DEPARTMENT	(H210)Police	OPENING DATE	02/06/2026
CLOSING DATE	4/9/2026 11:59 PM Arizona		

Description/Duties

First review of applications will be Monday, February 23, 2026.

This classification has been designated as a non-classified, non-merit system, at-will position.

A Police Aviation Administrator is a civilian position responsible for managing the activities of personnel assigned to the Aviation Section of the Police Department. Duties include: evaluating pilots, observers, and mechanics in the performance of their duties; reviewing mission logs, operation reports, and completed departmental incident and supplemental reports; preparing deployment schedules for crew members and aircraft; ensuring section members comply with Federal Aviation Administration (FAA), Department, and Aviation Section regulations and procedures pertaining to Aviation Section Functions; identifying potential problems and taking appropriate action to correct and prevent recurrences; and coordinating and facilitating required training. Additional duties include: preparing and evaluating the section budget; coordinating with procurement personnel; reviewing and executing various contracts; writing and executing grants; working on strategic initiatives; making recommendations on aircraft replacement; overseeing, coordinating, and working with pilot training vendor in the standardizing of initial pilot training across all phases of flight and ground training; maintaining all training documentation including qualification requirements; maintaining all appropriate flight manuals; assuring compliance with Departmental and FAA rules and regulations concerning the qualifications and training of pilots and observers; maintaining current copies of the FAA pilot certificates, ratings, and medical certificates held by each pilot; maintaining current documentation/records on audiograms of Section Personnel approved for hearing tests under the requirements of the hearing Conservation Plan under AVI 42; schedule/conduct training for upgrading airman certificates; conducting training for monthly Continuing Officer Education (COE) requirements as provided by the Training Section; delegating responsibility for any of the above to other Aviation Section pilots as may be appropriate with the approval of the Aviation Commander or higher ranking official. This classification is responsible for performing related duties as assigned.

A Police Aviation Administrator is assigned to the Police Department Air Support Unit and receives supervision from a Police Commander or higher-ranking official. The duties and responsibilities of this class are governed by FAA rules and regulations. The work requires considerable initiative and independent judgment in the flight operation of Department rotary and fixed wing aircraft and in the training of flight techniques. This position is also responsible for the Departments Unmanned Aircraft Systems (UAS) Program and as such a working knowledge of the FAA rules and regulations governing UAS is desirable. Work is subject to on-call and weekend assignments. This class is FLSA exempt-executive.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

Qualifications & Requirements

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration, Aviation, Criminal Justice, or related field. Extensive (5+ years) experience working in a law enforcement environment. Extensive (5+ years) supervisory experience.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Candidates given a conditional job offer will be required to pass a psychological test battery and drug screening. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Business Administration, Public Administration, or similar discipline. Graduation from a military or civil aviation safety school/program. Experience managing aviation maintenance personnel and/or programs. Experience in aviation maintenance quality assurance principles and practices. Possess a current Commercial Rotorcraft-Helicopter Certificate with a Helicopter Instrument Rating; have a current flight review in accordance with 14 Code of Federal Regulations (CFR) Part 61.56; minimum of 1000 hours of Pilot-in-Command (PIC) flight time to include 500 hours turbine helicopter flight time. Possess a Commercial Fixed-Wing Certificate with Instrument Rating and possession of a Certified Flight Instructor Certificate in either or both categories. Able to obtain an FAA Class II Medical Certificate. Working knowledge of the FAA rules and regulations governing UAS is desirable.

Link to Job Description

apps.mesaaz.gov/jobdescriptions/Documents/JobDescriptions/cs5405.pdf (Download PDF reader)

Employer

City of Mesa

Address

PO Box 1466

Mesa, Arizona, 85211-1466

Phone

480-644-2758

480-644-3240

Website

<https://www.governmentjobs.com/careers/mesaaz>

Police Aviation Administrator (Aviation Unit Manager) Supplemental Questionnaire

***QUESTION 1**

Did you graduate from an accredited college or university with a Bachelor's Degree (or higher) in Public Administration, Business Administration, Aviation, Criminal Justice, or related field? Please describe your education on your application.

- Yes
- No

***QUESTION 2**

How many years of experience do you have working in a law enforcement environment? Please detail this information on your application.

- None
- Some but less than 5 years
- 5 years or more

***QUESTION 3**

Please describe any experience you have working in a law enforcement environment, including employer(s). If none, type N/A. Please also detail this work experience on your application.

***QUESTION 4**

How many years of direct supervisory work experience do you have? Please detail your supervisory work experience on your application.

- None
- Some but less than 5 years
- 5 years or more

***QUESTION 5**

Please describe any direct supervisory work experience you have, including employer(s). If none, type N/A. Please also detail this work experience on your application.

***QUESTION 6**

Please describe any work experience you may have managing/supervising aviation programs or personnel in law enforcement, military, or general aviation environments, including employer(s). If none, type N/A. Please also detail this work experience on your application.

***QUESTION 7**

Please describe any work experience you may have with any of the following: managing aviation maintenance personnel and/or programs or experience in aviation maintenance quality assurance principles and practices, including employer(s). If none, type N/A. Please also detail this work experience on your application.

***QUESTION 8**

Do you possess a current Commercial Rotorcraft Certificate, with a helicopter instrument rating? Please detail your certification in the Certificates and Licenses section of your application.

- Yes
- No

***QUESTION 9**

Do you have a minimum of 1000 hours total flight time which includes 500 hours turbine helicopter flight time and 250 hours as pilot-in-command (PIC)? Please detail this information in the Skills section of your application.

- Yes
- No

***QUESTION 10**

Do you possess the following ratings? Please select which are applicable.

- Commercial Fixed-Wing Certificate with instrument rating
- Fixed-wing and rotor-craft flight instructor ratings
- Neither

***QUESTION 11**

If you served in the military, what was your discharge status?

- Honorable
- Dishonorable
- Uncharacterized
- Other than Honorable
- Entry Level
- Bad Conduct
- General
- Current Active Duty
- N/A

***QUESTION 12**

Have you ever been convicted of a felony (this includes criminal convictions out of state that would be considered a felony in Arizona)?

- Yes
- No

***QUESTION 13**

Have you tried or used any of the following drugs unlawfully (without a doctor's prescription or dispensary card): Marijuana, Hashish, Thai Sticks, Barbiturates, Amphetamines, Cocaine, Heroin, Opium, Steroids, or Hallucinogenic Substances?

- Yes
- No

***QUESTION 14**

Have you tried or used any illegal narcotics or dangerous drugs (with the exception of Marijuana) in the past five (5) years?

- Yes
- No

***QUESTION 15**

Have you tried or used any illegal narcotics or dangerous drugs (with the exception of Marijuana) more than 3 times since turning 21 years of age?

Yes

No

QUESTION 16

If an explanation or comments are needed regarding drug usage, please note your information here.

* Required Question