



## **Job Description**

### **District Staff Officer for Aviation (DSO-AV)**

The responsibilities and duties of the District Staff Officer - Aviation (DSO-AV) shall include:

1. Exercise staff responsibility for administration, functional management and supervision over all matters pertaining to the District's Aviation program.
2. Keep the DCO, COS, District Executive Committee (EXCOM) and National AV Division Staff members informed of all developments in the program, making periodic written reports as required.
3. Schedule qualified Auxiliary aviators to perform specific activities in your area of responsibility.
4. Coordinate and cooperate with other DSOs in your district to encourage appropriate outreach and training efforts, particularly any required advanced or joint training.
5. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
6. Prepare articles for publication in the District newsletter as directed.
7. Recommend appointment of Assistant District Staff Officers needed to execute program goals. Exercise responsibility for supervision and management of appointed AV staff, including assigning tasking, requiring reports, and following up on their actions. When such staff assistance is no longer required or no longer deemed to be effective, so advise the DCO via the COS.
8. Attend all meetings of the District Board and District Staff. Give the COS prior notice when such attendance is not possible.
9. Promptly communicate information as necessary within the District.
10. Provide leadership and guidance to the members participating in the Auxiliary Aviation Program. Oversee the safe and effective execution of all aspects of district Aviation operations.
11. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
12. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the District Board.
13. Aggressively promote and encourage the growth and value of the Aviation program.

14. Maintain a close liaison with the Command Staff of the Air Stations having order issuing authority within the district.
15. Serve as the District liaison for dealing with external agencies / organizations at the district, state and local level.
16. Work and maintain close liaison with the National AV Division Staff to coordinate activities and keep them informed of District activities and program issues.
17. Maintain close liaison with counterparts in other districts.
18. Forward to National AV Staff officers, as well as counterparts in other districts, such methods, training aids, course material, or other educational or training tools which may have wide application or be of value to others in the Aviation Program.
19. Attend District Aviation planning conferences.
20. Serve as the senior member of the District Aviation Board.
21. Insure the establishment of a District Flight Examining Board as a sub-set of the District Aviation Board.
22. Supervise the District aviation standardization and training program.
23. Oversee the recruitment of Auxiliary flight crews and aircraft facilities.
24. Supervise management of District aircrew and aviation facility records, including such records maintained in electronic systems such as AUXDATA and POMS.
25. Supervise the tracking and reporting of aviation operational and flight crew data.
26. Supervise a program of accountability for all Coast Guard provided aviation equipment such as life vests, rafts, etc.
27. Supervise tracking of Auxiliary Aviation operating expenses within the District.
28. Work with the DFSSO and the Air Station FSO to maintain a robust Aviation Safety program.
29. Conduct whatever workshops and training programs that may be necessary to ensure that District and National policy is followed in your program, including insuring that the required Aviation Safety Workshops and Egress and Water Survival Training are available the members of the district AV program.
30. Train a back-up for your duties.
31. Perform additional duties as may be assigned.
32. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.