

Assistant District Staff Officer for Aviation (ADSO-Special Projects)

The responsibilities and duties of the Assistant District Staff Officer (ADSO-SP) shall include:

1. Exercise staff responsibility for Special Projects, Standardization and Data Analysis as assigned by the DSO-AV.
2. Keep the DSO-AV informed of all developments in the program, making periodic written reports as required. .
3. Coordinate and cooperate with other ADSOs on the District Aviation Staff to encourage appropriate outreach
4. Maintain such records and correspondence as may be required to effectively discharge the responsibilities of office.
5. Prepare articles for publication in the District newsletter as directed.
6. Recommend appointment of Assistants 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 DSO-AV.
7. Attend all meetings of the District Aviation Board and District Aviation Staff. Give the DSO-AV prior notice when such attendance is not possible.
8. Promptly communicate information as necessary other AV-ADSO's and staff.
9. Be familiar thoroughly with the contents of the various publications, standards and directives pertaining to the Auxiliary Aviation Program.
10. 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 DSO-AV.
11. Aggressively promote and encourage the growth and value of the Aviation program.
12. Attend District Aviation planning conferences.
13. Train a back-up for your duties.
14. Perform additional duties as may be assigned.
15. Upon expiration of your term of office, or when so directed, transfer all property and records of the office to your successor.