

MAJOR FUNCTION

This is specialized professional and administrative work in the areas of aviation lease management, properties management, business development, tenant relations, aviation industry research, program development, contract development and compliance monitoring. An employee in this job class is responsible for the airport's lease management programs and maintaining its database. An employee in this job class is also charged with policy development, program development, project management, reporting and making recommendations based upon research findings. Work is performed independently under the general supervision and administrative direction of the Airport Business Services Manager and requires independent initiative and sound judgment.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

With general direction from the Airport Business Services Manager, position monitors airport properties and concessions projects and develops programs involving lease management, database management, contract records management and tenant relations. Work involves the development and maintenance of the lease management system and maintenance of related documents, solicitations, correspondence, contracts and all related records. Plans and manages all aspects the DBE Program to ensure compliance with 49 CFR, Part 23 and to meet City established goals. Monitors and follows up verbally and in writing to ensure contract compliance for MBE and DBE goals. Maintains contact with appropriate MBE and DBE vendors, representatives and consultants to maintain up to date certifications and provides routine and annual reports to demonstrate compliance with contract requirements. Prepares and disseminates annual DBE report for FAA to demonstrate accomplishments toward goals. Works with DBE consultant to prepare the airport's DBE Plan and establish FAA regulated goals for concessions and rental car agencies. Participates in long-range and short-range planning for airport development projects. Maintains contact with industry experts and aviation-related businesses through phone calls, e-mails, industry conference attendance, publications reviews and independent research and communication activities. Keeps abreast of new and established concessionaires and other aviation-related businesses to identify and create opportunities for growth at the airport. Regularly interacts with corporate leaders and persons of influence to accomplish business objectives. Conducts aviation industry research, recommends courses of action and updates for airport tenant/concessionaire lease agreements. Plans, researches, develops, and maintains records for related industry surveys, research projects, findings and summary analyses. Participates in aviation industry studies initiated by other airports and consulting firms to establish updated terms, conditions, rates and charges for tenant/concessionaire agreements. Tracks, analyzes and reports concession revenues and makes recommendations based upon findings to create mutual success for the airport and its concessionaires. Coordinates concessions/tenant projects and programs involving lease management, the preparation and composition of bids, requests for proposals, plans, specifications, contract development and management of other services performed by outside consultants. Coordinates all aspects of the solicitation process including research, documents development, correspondence, selection committee nominations, pre-proposal meetings, addendums, agenda item preparation and related follow-up through contract award, execution and the establishment of new contract files. Ensures notices for bids and requests for proposals are advertised through appropriate industry resources and forwarded directly to companies expressing interest in or uniquely qualified to respond to business solicitations. Prepares solicitation schedules and ensures timely contract award, execution, and renewal. Works with City staff in various departments to ensure collaboration on all solicitations and resulting contracts. Collects, reviews, analyzes and synthesizes data required for completion of RFP's, City Commission agenda items and other technical reports. Plans, organizes, coordinates and evaluates tenant/concession business establishments at the airport. Independently performs daily concessions leasehold inspections and follows up with reports, maintenance requests and corrective action when necessary to ensure contract standards and airport lease standards are met. Provides

front line customer service by serving as tenant/concessionaire liaison for the airport. Coordinates tenant programs and chairs meetings relating to all aspects of the Tenant Assistance Program (TAP), monthly tenant meetings and related projects. Composes and provides written and verbal responses to tenant and concessionaire inquiries and complaints and maintains such records within the division. Coordinates the negotiation and preparation of leases, licenses, contracts and specifications to provide services at the airport. Reviews and makes recommendations regarding proposals for business establishments on airport property. Confers with prospective business partners and reviews to determine compliance with the airport's Minimum Standards for Aeronautical Services and Aeronautical Activities Providers. Coordinates the application process, reviews and analyzes, report findings and makes recommendations regarding whether or not a prospective business proposal meets development requirements. Performs research and evaluation to identify industry standards and feasibility. Attends development meetings and maintains familiarity with the airport's Master Plan. Monitors contract terms and conditions for compliance and coordinates with tenant/concession managers to ensure contract compliance and take advantage of collaborative opportunities. Designs, develops, populates and routinely queries Lease Management Database for reports to ensure current and accurate security deposits, performance bonds, insurance and other contractually required certificates, documents and plans are appropriately maintained within the Business Services Division and on file with appropriate City departments. Supervises Administrative Specialist II. Trains subordinate employee(s). Recommends hire, transfer, advancement, grievance resolution, discipline, and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of modern research techniques, methods, procedures, principles, and practices of report preparation. Considerable knowledge of general project management and business administration, and the ability to apply them efficiently. Considerable knowledge of aviation rules and regulations and minimum standards. Ability to plan, coordinate and execute a variety of plans, programs, and activities. Ability to attend meetings on behalf of the department and discuss issues of concern to the department. Ability to communicate clearly and concisely, orally and in writing. Ability to maintain effective working relationships as necessitated by the work. Considerable skill in the use of microcomputers and the associated programs and applications necessary for successful job performance. Excel database and visual basic experience preferred. Aviation or transportation industry experience preferred.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, aviation business management, hospitality management, planning, real estate, or a related field and three years of professional administrative experience in lease management, properties management, minority enterprise program administration, research and data analysis, contract development and business development in an aviation environment, or similar experience in another transportation or related industry; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license at time of appointment.

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 12-05-09

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