

JOB TITLE: DIRECTOR OF PROPERTIES
DIVISION: FINANCE AND ADMINISTRATION_
RESPONSIBILITY CENTER: 1820

JOB CODE: 115
FLSA STATUS: EXEMPT

GENERAL FUNCTION:

Under general policy and administrative direction from the Deputy Executive Director - Finance and Administration (CFO), has overall responsibility for airport property management, including tenant, concession and operator negotiations and lease development. Plays an active role in the establishment of policy regulations controlling the activities of tenants, concessions and operators of the airport. Responsible for overseeing the administration of the Airport Authority's insurance program and airport risk management. Supervises a professional and hourly staff.

MAJOR DUTIES AND RESPONSIBILITIES:

Within established guidelines, conducts negotiations involving the terms and conditions, including rates and charges, for airport leases and operating agreements. Coordinates the request for proposal and bid processes for all leases, concessions and other operating agreements that are subject to such requirements. Ensures that all leases and agreements are in compliance with federal, state and local laws. Monitors the lease files and ensures timely renewals and continued compliance with provisions and terms therein. Determines appropriate actions to be taken in the event of tenant/operator, lease/agreement violations and/or default, and oversees the resolution of any such matters. Reviews and advises on policy and regulations controlling the activities of tenants, operators, and other airport users. Initiates and implements programs designed to enhance the Airport Authority's revenue generation, including the development and marketing of available airport properties. Conducts research on airport rates and charges and other airport tenant matters as needed. Maintains a liaison with airport operators, tenants, governmental agencies, civic interest groups and the general public as it relates to airport properties' matters and regulations of the Authority. Responsible for overseeing the administration of the Airport Authority's insurance and risk management program.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this job description.

COMMUNICATIONS WITH OTHERS:

Internal: Maintains a working relationship with all management levels of the organization.

External: Maintains a close liaison with airline, rental car and other tenant or operator representatives, consultants, potential concessionaires, insurance representatives and outside agency representatives with respect to airport properties' issues. Coordinates with outside legal counsel on lease and operating agreement matters.

EMPLOYMENT STANDARDS:

Licenses, registration or certifications required: Must possess a valid drivers license. Airport accreditation from AAAE a plus.

Knowledge and ability: Bachelor's Degree in Business Administration, Business Law, or closely related field required; advanced degree preferred. Excellent written and verbal communications and management skills needed. Responsible for performing all job duties with due regard to safety and security requirements. Must possess and display propensity for tact, diplomacy and customer service; have the ability to be firm and exercise necessary authority without being abrasive or argumentative, making objective judgments and possessing the ability to cooperate with agency representatives, airport tenants and the public.

Experience: Seven years of increasingly responsible experience at management level in the area of properties management, law, or contract administration required. Three of the seven years experience should be in a supervisory capacity. Experience in a commercial service airport properties background or other diversified business enterprise is preferred. An advanced degree may be substituted for part of the required management level experience.

Revised: 02-22-08

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