



City of Phoenix

Employment Opportunity
Aviation Business and Properties
Special Projects Administrator

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ABOUT THIS POSITION

The City of Phoenix Aviation Department is seeking a results-oriented professional to serve as the Aviation Business and Properties Special Projects Administrator in the Business and Properties (B&P) Division at Phoenix Sky Harbor International Airport. This position reports to the Deputy Aviation Director – Business and Properties and will be responsible for the profit and loss of key business lines within the Business and Properties Division. This position will provide both the leadership and management direction necessary to achieve business line goals and objectives in support of the department's business and strategic plans. Manages resources and cross-functional personnel, primarily through subordinate managers/supervisors. The position will assume the duties of the Deputy Director in the Deputy Director's absence.

The Aviation Business and Properties Division is comprised of four Sections: Airline Affairs, Concessions, Parking, and Commercial Real Estate. This diverse group is responsible for the management and development of the Aviation Department's real property assets at Phoenix Sky Harbor International Airport (PHX), and two General Aviation Airports – Phoenix Deer Valley (DVT), and Phoenix Goodyear Airport (GYR), ensuring their long-term viability through revenue generation, contract administration and management of land and development of improvements. The team manages over 4 million square feet of facilities, ground leases for approximately 2000 acres of land, developing, negotiating and managing agreements with over 1,600 tenants.

Additional responsibilities include but not limited to the following: plan, direct, manage, and oversee all activities related to B&P procurements, contract services, administrative and training activities; oversee the development of standard operating procedures and practices; plan, direct, and coordinate all B&P activities related to the 5-year Capital Improvement Plan; provide direction to the team including the administration and development of all B&P related contracts; provide budgetary development and control for areas of responsibility; prepare reports to the Phoenix Aviation Advisory Board and the Phoenix City Council; maintain effective working relationships with airport stakeholders and outside agencies; lead special projects as assigned from start through implementation; achieve business plan objectives through effective monitoring and oversight of profit and loss statements as well as other key performance indicators; identify operational efficiencies, customer service improvements, and cost savings; serve as department representative on various committees and working groups; and maintain a strong focus on revenue enhancement, safety, security, and customer service. These duties will require considerable initiative and independent judgment within an assigned area of responsibility.

RECRUITMENT DATES

First review of applications will occur April 28, 2017. Recruitment may close when we have received a sufficient number of qualified applications.

SALARY

\$69,007 - \$110,490 annually. Appointment can be made above the minimum depending upon qualifications.

JOB REQUIREMENTS

AA/EEO/D Employer - 135 N 2nd Ave, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 Fax: (602) 495-5498 TTY: (602) 261-8687



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- A minimum of five years progressive experience in senior level airport business development or property management, including three years in a supervisory capacity, preferably in a large commercial airport environment.
- Advanced knowledge of full range of real estate principles and practices including property management, development and leasing.
- Working knowledge of aviation industry agencies, tenants, and airport functions.
- A bachelor's degree, preferably in business administration, finance, aviation, or related field.
- An equivalent combination of related experience and education may be considered.
- All positions in the Aviation Department require individuals to pass a Federal Bureau of Investigation (FBI) background check prior to hire.
- Some positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess an appropriate valid Arizona driver's license, possess personal insurance coverage, and have an acceptable driving record.

PREFERRED QUALIFICATIONS

- Effectively managing relationships with all Airlines, Concessionaires, tenants, business partners, local government officials, the community, and other stakeholders;
- Experience managing aviation capital improvement programs and budgets.
- Strong oral and written communication skills
- Experience managing and negotiating large projects from concept through implementation
- Knowledge of compliance in all contracts, agreements, leases and permits, etc., with all Federal, State and Local laws, grant assurances, Aviation Rules and Regulations and other applicable requirements for Aviation's Business programs.

HOW TO APPLY

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above.

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

During the online application process, please be advised that you will need to provide responses to the following open-ended questions (the system allows copying/pasting into the answer fields):

1. **In approximately 100 words or fewer, indicate your primary areas of expertise as well as unique and common deliverables you were directly responsible for delivering.**
2. **In approximately 100 words or fewer describe major achievements that are relevant to this position.**
3. **Describe your experience in developing and monitoring a business plan, including the use of key performance indicators (KPI's), for an organization or company within the past 3-5 years.**

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WHAT YOU NEED TO KNOW

- For other important information related to employment with the City of Phoenix, please visit: https://employee.phoenix.gov/Documents/Employment_Information.pdf
- If you need assistance applying for this job, please contact our HR Center at (602) 262-6277.

REFERENCE

Special Project Admin, JC: 08610, ID#22715, 04/14/17, 6m, AB, Benefits: Mid Mgr, Q

City of Phoenix employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.