



City of Long Beach Employment Opportunity

AIRPORT PROPERTIES OFFICER (SPECIAL PROJECTS OFFICER)

Job Number: AP17-019

SALARY: \$80,000.00 - \$120,000.00 Annually

OPENING DATE: 06/14/17

CLOSING DATE: 07/31/17 04:30 PM

DESCRIPTION: Ideally located on the Pacific Ocean, south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse, interwoven, smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best-value public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade and professional services comprising the highest representation. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California and celebrates its vibrant diversity. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian and 4.2 percent all other ethnicities. A superb climate, quality schools, vibrant downtown and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

The City

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district and a mayor that is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and Gas & Oil Departments and is one of the only three cities in California with its own Health Department. Long Beach is supported by a total FY2016-17 budget of approximately \$2.6 billion, with the General Fund budget totaling \$471 million. More than 6,000 full and part-time employees support municipal operations with the majority being represented by eleven employee organizations.

The Department

Serving the Long Beach area since 1923, the Long Beach Airport (LGB) is an important transportation and business hub for the Southern Los Angeles County and northern Orange County areas. Strategically located approximately half-way between downtown Los Angeles and Orange County, LGB has been a vital partner in the economic growth of Long Beach for almost a

century. This economic activity began with some minor military aviation activity which then evolved into the largest Douglas Aircraft manufacturing facility in the 1940's. LGB now has over 200 businesses on and immediately adjacent to the Airport including Virgin Galactic's LauncherOne design and production facility. The Airport supports approximately 18,000 jobs and has a total economic impact of \$6 billion per year.

Four major airlines provide nationwide service through the recently upgraded terminal. JetBlue, Southwest, American Airlines and Delta Air Lines along with numerous smaller charter operators recorded just over 1.3 million passenger enplanements in calendar year 2016; the vast majority of which were Origin & Destination in nature. Adding to LGB's economic strength, FedEx and UPS landed just over 55 million pounds of cargo last year. This activity in 2016 combined with a healthy general aviation component, provided LGB with just over 250,000 aircraft operations.

The Position

Under the general direction of the Deputy Director, the Airport Properties Officer is responsible for and oversees the operation of the Airport's Properties Division by providing day-to-day direction to and supervision of support staff in the division. The successful candidate will be a highly organized professional who is experienced in project management, contract management, and real estate services. This position requires occasional attendance at evening and weekend meetings.

EXAMPLES OF DUTIES: The Airport Properties Officer is an at-will, management position. He/she will supervise a staff involved in the following:

- Manages Airport Ground Leases, including negotiation of lease extensions, rent adjustments, lease interpretation, lease compliance, and any due diligence activities for City-owned property under the jurisdiction of the Airport;
- Provides oversight of consultant and vendor contracts for real estate and property management services;
- Assists in budget development and financial tracking for the Division;
- Provides for project management of special projects or assignments.

REQUIREMENTS TO FILE:

Education: Graduation from an accredited institution with a Bachelor's degree in Business Administration, Public Administration or a closely related field,

and

Experience: Five years of increasingly responsible experience at an Airport or with a Federal, state, or municipal entity in one or more of the following areas: real estate acquisition and disposition, property development and management, or leasing and tenant improvement project management. Direct supervisory experience is desirable, but not required.

A valid Class C drivers license is required.

SELECTION PROCEDURE: Following the final deadline, all applications will be evaluated to determine the most qualified applicants. The most qualified applicants may be interviewed by a selection panel. The final applicant will be subject to a thorough background and reference check. Candidates who clearly do not meet the minimum requirements of the position will not be considered. The selected candidate will generally not be appointed above \$115,000 a year.

If you require a special accommodation due to a disability, in order to participate in any phase of the selection process, or if you would like to request this information in an alternative format, please call (562) 570-2625.

For technical applicant support contact 877-204-4442.

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

Benefits

- **Retirement** - City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** - 12 days after one year of services; 15 days after four years, six month of service' 20 days after 19.5 years of service.
- **Executive Leave** - Forty (40) hours per year.
- **Sick Leave** - One (1) day earned per month; unlimited accumulation; conversion upon retirement to cash credit towards health and/or dental insurance premiums, or to pension credits.
- **Holidays** - Nine (9) designated holidays per year, plus four (4) personal holidays to be used at the employee's discretion.
- **Transportation Allowance**
- **Health and Dental Insurance** - The city offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Life Insurance** - City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** - City-paid short-term and long-term disability insurance.
- **Flexible Spending Account** - Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- **Management Physical** - Annual City-paid physical examination.
- **Deferred Compensation 457(b) Plan** - Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/longbeach>

Position #AP17-019
 AIRPORT PROPERTIES OFFICER (SPECIAL PROJECTS
 OFFICER)
 CP

333 West Ocean Blvd., 7th floor
 Long Beach, CA 90802
 (562) 570-6202
 (562) 570-6201 24-HOUR JOBLINE

civilservice@longbeach.gov

AIRPORT PROPERTIES OFFICER (SPECIAL PROJECTS OFFICER) Supplemental Questionnaire

- * 1. I understand that if I am offered employment, I will be required to successfully complete a Department of Justice LiveScan fingerprint background check and a pre-employment physical conducted by the City of Long Beach's Occupational Health Division, as well as submitting to an Oath of Allegiance.

Yes No

- * 2. Do you have five years of increasingly responsible experience at an Airport or with a federal, state or municipal entity in one or more of the following areas: real estate acquisition and disposition, property development and management, or leasing and tenant improvement project management.

Yes No

- * 3. Describe what specifically in your background and experience has prepared you for this position. What specific skills, knowledge, and abilities would you bring to this position?

- * 4. Describe your experience in the following areas: real estate acquisition and disposition, property development and management, or leasing and tenant improvement project management.

- * 5. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

Yes No

- * Required Question