

## **Business Asset Manager**

The Business Management team is responsible for strategically developing and managing business opportunities at the airport. We currently manage a portfolio of over 240 agreements generating in excess of \$170 million annual revenues. This is an opportunity to creatively develop and negotiate agreements, such as public-private partnerships, that will impact the future of the airport. We are looking for entrepreneurial and independent thinkers, with persuasive leadership skills, and strong written and verbal communication skills. This position will lead high profile projects to negotiate the business agreements and enhance the customer service experience.

Examples of current agreements under management include but are not limited to food and beverage concessions, retail concessions, rental car licenses, facility use and occupancy leases, easements, and rights of way. The individual subject to this recruitment will serve within the Real Estate Manager Job Classification.

### **Essential Duties and Responsibilities:**

The following statements are intended to describe the general nature and level of work performed by individuals assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, organizes, supervises and evaluates the performance of assigned staff.
2. Researches and manages assigned properties and real estate projects; participates in developing program and project plans and budgets; develops and recommends asset management policies and procedures; plans, organizes and implements work activities to meet established goals and objectives; ensures program and project compliance with applicable laws, regulations and regulatory agency requirements.
3. Formulates real estate development and new business concepts; participates in the implementation and coordination of Authority real estate development projects; researches, plans and initiates business development concepts; reviews and evaluates complex financial pro forma and other analyses; analyzes opportunities and constraints for alternative development and business scenarios; supports multiple stakeholders on development and new business projects; leads teams to ensure project goals are achieved in a timely manner; monitors and reports on project progress and results.
4. Conducts real property negotiations and transactions; prepares and facilitates selection processes for Requests for Proposals; prepares and administers airport-related real property agreements, such as leases, operating agreements, easements, permits, licenses, etc.; oversees the financial performance of Authority real estate assets; performs financial research.
5. Interacts or negotiates with tenants or their legal representatives; negotiates for the purchase, sale, or transfer of property rights; conducts market analyses of real property, performs periodic renegotiation of rents and other rates and charges.
6. Analyzes the financial qualifications of prospective tenants and business operators; reviews and coordinates tenant improvement projects; receives, investigates and contributes to the resolution of tenant or public complaints; inspects and reviews

tenancies for compliance with lease agreements, insurance requirements and other Authority policies.

7. Prepares reports and drafts real estate documents; establishes and maintains a database of Authority real property within assigned area, portfolio, or projects.
8. Coordinates with and provides asset management information and assistance to internal and external customers and stakeholders; responds to a variety of real estate inquiries from internal and external sources; represents the department in meetings with tenants, developers, contractors, consultants and officials from other jurisdictions.

Ability to:

1. Collect, evaluate and interpret appropriate and applicable real estate data.
2. Coordinate real estate development and management program activities with multiple stake-holders to gain consensus and beneficial outcomes for the Authority.
3. Negotiate effectively across a wide range of asset management functions.
4. Apply sound, creative problem-solving techniques to resolve difficult asset management issues.
5. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to airport real estate.
6. Understand, interpret and respond to tenant and other customer and stakeholder needs and expectations.
7. Present proposals and recommendations clearly and logically in public meetings.
8. Prepare clear, accurate and comprehensive reports, research studies, feasibility analyses, financial pro forma, correspondence and other documents.
9. Prepare accurate legal property descriptions, lease agreements, contracts and other real estate documents.
10. Communicate effectively orally and in writing to both internal and external customers and stakeholders.
11. Ensure the maintenance of all required real estate agreements, files, records and documentation.
12. Exercise independent judgment and initiative within established guidelines.
13. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.
14. Establish and maintain effective relationships with those encountered in the course of work.

### **Required Skills**

Knowledge of:

1. Principles, methods, practices and techniques involved in airport real estate development, new business development, leasing, and strategic asset management.
2. Principles and practices of program and project planning and management.

3. Principles and practices of public administration; including purchasing, contracting and maintenance of public records.
4. Principles of negotiation.
5. Concepts and techniques of real estate appraisal and rate setting; research techniques.
6. Concepts and methodology of airline rate-setting.
7. Basic practices and regulations related to the operation, management and security of a large airport, particularly those that apply to the leasing and use of airport facilities.
8. Federal, state and local laws, regulations and court decisions applicable to asset management and the Authority's real estate programs and projects.
9. Principles and practices of sound business communication and real estate terminology.
10. Principles and practices of effective supervision.
11. Computer capabilities applicable to functional responsibilities.

A California Class C driver's license and the ability to maintain insurability under the Authority's vehicle insurance policy.

### **Physical and mental demands**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Graduation from a four-year college or university with a major in business or public administration, finance, real estate or a closely related field; and five years of progressively responsible professional experience involving commercial or industrial asset management, property management, and/or real estate development, preferably in an airport environment.

### **EEO Statement:**

**It is the policy of the San Diego County Regional Airport Authority to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, SDCRAA will provide reasonable accommodations for qualified individuals with disabilities.**

*Salary range: \$77,633 - \$128,094*