

AIRPORT ADMINISTRATION SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: An Airport Administration Supervisor is responsible for performing professional work pertaining to Falcon Field Airport lease and administration activities. This includes negotiating Airport ground and building lease agreements in conformance with the Airport master plan and administering the aircraft storage and storage room agreement program. The position is responsible for negotiating lease agreements, ensuring that leases are properly executed, preparing supplemental lease agreement documents, monitoring leases for compliance, and following-up with tenants who are non-compliant. Assists tenants and developers with the City planning and building permit process by reviewing and commenting on plans from the Airport's perspective. The position is also responsible for ensuring that aircraft storage and storage room agreements are signed and aircraft ownership is properly documented. Ensures tenant compliance with the storage agreements and follows-up with tenants who are non-compliant. This position is responsible for performing related duties as required. Assists the Airport Director on special projects, as assigned.

Distinguishing Features: The Airport Administration Supervisor is involved in professional lease negotiation and administration work involving boilerplate Airport lease agreements, amendments, assignments, estoppel certificates and consents, memorandums of lease, lease terminations, and legal descriptions. It is also involved in the review of preliminary site plans, final site plans, and building plans to ensure that tenant developments and improvements comply with Airport design guidelines. This class is supervised by the Airport Director who reviews work through conferences, observations, customer feedback, reports and overall results achieved. The position supervises paraprofessional and clerical staff that track lease agreements and monitors budget/financial reports, process aircraft storage and storage room agreements, accept rent payments from tenants, and pay Airport invoices. The position supervises the aircraft hangar and storage room inspection program. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Real Estate, or related field. Considerable (3 - 5 years) property management work experience involving leasing and contract administration. Experience must include at least two years of supervisory or project coordinator experience. Must possess extensive customer contact experience. Experience with personal computer (PC) software applications in word processing, spreadsheet, and database management.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Previous experience with budget preparation, financial reporting, code compliance, and construction oversight desired. Experience working in an airport setting preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, Airport tenants and users, prospective Airport tenants and developers, architects, contractors, management, public officials, business owners, real estate brokers, aircraft owners, pilots, and the general public in order to perform the duties of the position. Instructs or trains subordinates in aircraft storage agreement administration practices and procedures. Composes and prepares correspondence requiring the exercise of independent judgment to communicate activities and to address various development and lease-related subjects. Responds to complaints, and solves problems pertaining to Airport ground and building leases and aircraft storage agreements. Prepares and processes ground and building lease agreements and other lease-related documents for signature.

Manual/Physical: Operates office equipment, such as printers, PCs, etc. Enters data into a PC to prepare and generate leases, reports, and other documents. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings and inspect leasehold properties and aircraft storage locations. Observes, inspects, and monitors the behavior of office personnel to determine and maintain compliance with departmental operating and safety standards and procedures. Compiles information for special projects and reports, and assembles data and backlog materials for a variety of reports. Creates and maintains complex records and databases which may involve processing confidential information. Assembles and reviews files or records, updates material, prepares material for action, and makes final distribution of records, files, or information. Prepares detailed and technical reports for use by Airport Director and other members of management as directed. Attends meetings to coordinate efforts, represent the department, and collect information. Produces letters, documents, charts, spreadsheets, etc. Utilizes hard copy and electronic reference materials to research projects and ensure accuracy. Reviews work of Administrative Support Assistant IIs and Airport Tenant Assistant through formal written procedures/manuals and hands-on experience. Reviews tenant architectural and engineering plans/drawings to ensure compliance with Airport design guidelines, rules, and regulations. Attends meetings of various Airport user groups. Inspects Airport ground and building leases, storage rooms, and aircraft storage units to verify compliance with agreements. Ensures the enforcement of Airport rules and regulations and City ordinances, and any written procedures necessary for the smooth operation of the Airport. Meets scheduling and attendance requirements.

Mental: Oversees the Aircraft storage agreement and waiting list program; contacts tenants regarding discrepancies with agreements. Resolves problems with hangar and tie down situations. Oversees preparation of purchase orders, invoices for payment, limited purchase orders, and petty cash refund forms. Maintains reports and logs and all ground and building lease files. Supervises Airport lease administration activities including tracking lease agreements, insurance certificates, security deposits, etc. Works with architects and contractors on tenant improvement projects. Researches and analyzes data for various Airport projects. Supervises work performed by subordinates. Participates in the planning meetings for policies, procedures, and short- and long-term projects with Airport staff. Prepares and analyzes data to make recommendations to management. Composes correspondence. Develops office procedures and forms. Supervises and assigns work to subordinate personnel and determines daily work priorities. Supervises the preparation and monitoring of the Airport budget. Prioritizes multiple projects, meets required deadlines, and handles more than one project simultaneously. Resolves citizen and tenant complaints as they relate to services provided at the Airport.

Reads/interprets project plans, blueprints, layouts, schematics, and related engineering drawings.
Prioritizes work assignments.

Knowledge and Abilities:

Knowledge of:

federal, state and local rules and regulations pertaining to airports;
the principles, procedures, and techniques for effective lease negotiations between the City and Airport tenants;
safety practices to be observed around aircraft;
the principles and practices of employee supervision, training, and evaluation;
commercial leasing practices, including collection of delinquent accounts;
tenant improvement requirements and related construction practices and procedures;
statistical methods and techniques used in public administration;
principles and practices of office management and related equipment use;
proper business English, spelling, grammar, and arithmetic;
PC software application necessary to perform work;
professional level research techniques, methods, and procedures; and
the principles and practices of leasing and contract administration.

Ability to:

make decisions using independent judgment and exercise resourcefulness in addressing new and existing problems;
exercise judgment and act independently in establishing or adapting work procedures;
use a PC and related software;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
communicate with, establish and maintain effective working relationships with management, coworkers, representatives from other City departments, tenants, citizens, potential tenants, engineers, architects, construction contractors, the public, Airport tenants and users, and other government officials;
write clearly and concisely;
read and review blueprints, schematics, drawings, architectural renderings, contracts, leases, lease transaction documents, and construction plans and specifications;
understand and utilize applications of GIS, land surveying, engineering, construction, and environmental programs;
monitor tenant construction projects and serve as Airport liaison for the projects;
supervise, train, and evaluate Airport clerical and paraprofessional staff;
assist in the preparation and monitoring of the administration budget;
work under frequent high-pressure, sensitive deadlines;
prepare lease administration reports;
rectify situations when Airport tenants and users conduct activities without proper Airport or City authorization and/or which do not comply with City Code and/or Airport rules and regulations; and
transfer or assign conveyances of leases which may require working with banks, financial institutions, and attorneys.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/15

TO/fl/co

CS5093.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 52

SECURITY-No

CDL-No

IND-9410

SWORN-No