

## **AIRPORTS PROPERTIES MANAGER**

### **DEFINITION**

Under administrative direction, develops and manages short-range and long-range comprehensive land and facility utilization plans for the City of Fresno, Airports Department; oversees revenue generating activities at the airport including contracts, leases, and agreements; ensures appropriate services are available for users, passengers, and commercial operators; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the Director.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

### **DISTINGUISHING CHARACTERISTICS**

The Airports Properties Manager is a division head responsible for properties and managing all procedures and policies relating to property management functions of the Airports Properties Management Division. Incumbent manages and directs comprehensive plans and programs for utilization of land and physical facilities, property marketing programs, property leases and operating agreements, property rentals and airport use fees. This class is distinguished from Airports Property Supervisor in that incumbents of the latter perform less complex and difficult assignments and do not have managerial responsibility. This is an unclassified position in which the incumbent serves at the will of the Director.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Manages property management program and staff ensuring that objectives and goals specified in airport plans are accomplished in accordance with prescribed priorities, time limitations and funding conditions.

Develops and implements policies, goals, objectives, and procedures for business development such as advertising lease and concession space and/or buildings, activating new ways to use existing owned properties to increase revenue, and locate interested parties to provide additional services.

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Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Develops, prepares, and administers the Division budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Performs due diligence audits, interviews and inspections of prospective tenants to determine proper use, tenants' job knowledge and financial stability, with overview of assessing competence and probability of successful lessor-lessee relationship.

Develops and directs the comprehensive plans and programs for utilization of land and physical facilities of the airports.

Assists with long-range facility forecasting.

Works with airport regulatory agencies on land use and other airport related matters.

Recommends and assists with the allocation of land uses surrounding the airports consistent with adopted plans.

Monitors and reviews the preparation and maintenance of proposals, leases, permits and other documents relating to Airports' property; prepares and maintains the more complex and sensitive proposals, leases, and permits.

Provides input into the development of airport rate-setting data and assists in its maintenance; obtains and reviews airport property appraisals; applies property valuation and cost accounting data to the establishment of airport property rentals and users' fees; recommends rental rates and user fees for airport properties, facilities, and services.

Evaluates requirements needed for renewals of expiring contracts in order to determine if renewal options are the best course of action; plans strategies and makes recommendations to the Director.

Observes, monitors, and/or provides oversight to staff regarding tenant compliance and performance under contract provisions.

Serves as the liaison for the Airports Properties Division with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Provides responsible staff assistance to the Director of Aviation; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to airport properties programs, policies, and procedures as appropriate.

Performs other related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of an airport properties program.

The principles, practices and theories of properties as applied to the management and development of airport capital improvement projects.

The administrative techniques used in the development of plans for a large municipal airport, including landside and airside structures and facilities.

Modern principles and practices of public and business administration.

The air transportation industry, including the functions and operations of other agencies, organizations, tenants and users as they relate to airports.

Airport property management philosophies and techniques, including airport rate-setting principles as they apply to the various classifications of airport tenants and users.

Federal, state and local laws and Federal Aviation Administration regulations, orders and standards affecting the development, use, and management of airport properties and facilities.

The principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Contract provisions used in airport lease and operating agreements.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of program development and administration.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Oversee and participate in the management of a comprehensive airport properties program.

Oversee, direct, and coordinate the work of lower level staff.

Select, train, and evaluate staff.

Oversee and participate in the development and administration of division goals, objectives, and procedures.

Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, and other visual aids, and comprehend engineering and architectural plans.

Prepare clear, concise and comprehensive reports, records, correspondence and other written materials and to make clear and persuasive oral presentations.

Prepare clear and concise reports, records, and other written materials.

Prepare and administer program budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Operate and use modern office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing.

Establish positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff, and the public.

**MINIMUM QUALIFICATIONS**

**Education:**

Graduation from an accredited four year college or university with a Bachelor's Degree in Aviation (Airport Management), Public or Business Administration, urban planning, transportation planning, or related field; and

**Experience:**

Four years of progressively responsible experience in properties management. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years.

**Special Requirements:**

Possession of a valid California Driver's License at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_