AIRPORTS PROPERTY SPECIALIST I/II

DEFINITION

Under supervision, performs specialized work in the administration and analysis of airports property management.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Airports Properties Manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Positions in these classes are flexibly staffed. Incumbents in the class of Airports Property Specialist I are expected to progress with appropriate training, experience, and satisfactory performance to Airports Property Specialist II. Airports Property Specialists work closely with airport tenants by monitoring compliance of contract provisions and negotiating leases. Incumbents routinely perform analysis of airport rates and accounts receivable. These classes differ from Airports Property Supervisor in that the latter is a first-line supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Prepares requests for proposals, lease documents, permits, agreements, and contracts within the framework of existing property management policies and procedures; coordinates contract provisions with other department and City representatives affected by airport leasing activities.

Performs research; develops and makes recommendations of changes and additions to policies and procedures as they affect new and existing tenants.

Inspects property and reviews recorded sales.

Seeks out qualified real estate developers; assists with negotiations for the development and lease of commercial and industrial properties.

Negotiates leases, permits, agreements, and contracts, and prepares documents for submission to City Council.

Collects market and engineering data on real estate, conducts comprehensive comparable value studies to establish fair market value.

Assists in the formulation of marketing programs and assists with negotiations for the disposition of real property and real property rights as directed.

Coordinates with attorneys regarding compliance, lease development, and other matters including litigation.
Monitors compliance in matters involving all contract provisions, including but not limited to, insurance, payment, performance bonds, tenant-required improvements, and/or Federal Aviation Administration mandates.

Maintains current data-based lease management and billing systems; performs analysis of accounts receivable information and follows through with collection activities.

Assists in the establishment of airport rates and charges; prepares and interprets financial and statistical analysis.

Coordinates and monitors landlord and tenant required development/improvements.

Performs analysis of accounts receivable information and follows through with the necessary collections activities.

Provides services and assistance to the tenants of the airport.

Performs other duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Procedures involved in real estate transactions, title searches and examination, real estate leases, and the principles, practices and laws applicable.

- Principles and practices of property management and airport rate-setting, as applied to the various classifications of airport tenants and users.

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

- Contract provisions used in lease and operating agreements.

- Commercial and industrial real estate principles and practices.

- Sources of pertinent market information, and the methods of compiling, analyzing and applying it in the estimation of land and improvement values.

- Building construction methods, materials, and plans; and of the principles and practices used in appraising land and building values.

- Modern office practices, methods and computer equipment.
Common retail business practices.

**Skill to:**

Safely operate a motor vehicle.

Operate a computer and related software applications.

**Ability to:**

Read and understand maps, plans, specifications and legal descriptions.

Negotiate the disposition of property and property rights.

Market real estate and facilities.

Analyze business proposals and to prepare financial, technical and administrative reports.

Collect, compile, and interpret data.

Deal tactfully with and maintain effective working relationships with the general public, representatives of industrial, commercial and real estate firms, tenants, users, other departments, agencies, and employees.

Communicate clearly, both in oral and written form.

Compose correspondence and letters.

**MINIMUM QUALIFICATIONS**

**Airports Property Specialist I:** Graduation from an accredited college or university with a bachelor’s degree in aviation management, public administration, business administration or closely related field.

Qualifying experience may be substituted for the required education on a year-for-year basis, up to two (2) years. If qualifying with experience and units in lieu of a bachelor’s degree, a high school diploma or GED completion is required. Qualifying experience may include development and management of retail centers, or other types of commercial buildings or aviation related facilities; or experience working for governmental agencies or organizations closely involved with the development and management of commercial facilities.

**Airports Property Specialist II:** Graduation from an accredited college or university with a bachelor’s degree in aviation management, public administration, business administration or closely related field; and one (1) year in the field of Airports property management or two (2) years in the field of commercial property management.
Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to two (2) years. If qualifying with experience in lieu of a bachelor's degree, a high school diploma or GED completion is required. Qualifying experience may include development and management of retail centers, or other types of commercial buildings or aviation related facilities; or experience working for governmental agencies or organizations closely involved with the development and management of commercial facilities.

**Special Requirement**

Possession and continued maintenance of a valid California Driver's License is required at time of appointment.

APPROVED: (Signature on File) DATE: 8/26/21
Director of Personnel Services

SE:JC:CBW:02/07/02
RevisedTJM:SCM:bn 8/20/21