



## **Manager, Airport Properties**

**Category:** Exempt  
**Pay Grade:** E25  
**Job Code:** 22716

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Develops strategic economic development efforts for the development of airport properties and commercial agreements. Develops new business and strategic revenue opportunities as well as maintain collaborative relationships with economic development organizations, local governments, chambers of commerce, local industries and commercial developers. Monitors all agreements and evaluation of revenue-generating methods. Negotiates with airlines, concessionaires (rental car, parking, shuttles, food & beverage, duty-free, etc.), terminal tenants, aviation officials, public and federal agencies, community groups, developers, and businesses. Responsible for continuous inter-departmental communication, coordination, and extensive public contact. Must have a working knowledge of departmental programs, procedures, and policies. This position entails the exercise of extensive initiative and independent judgment. Performance of work is essentially self-generated and under minimal supervisory guidance.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Negotiates, drafts, and prepares leases, permits, contracts and specs to provide facilities and services at the airport;
- Confers with tenants, staff, concessionaires, airline representatives and public on terms, conditions and responsibilities of leases and contracts. Reviews and advises on policy and regulations controlling the activities of tenants, operators, and others;
- Directs the maintenance of inventory of all space/land (aeronautical/non-aeronautical), including data on square footage and cost; work with REM, Airport Engineer and surveyors to develop plot plans of lease areas and ascertain that all space at PIE is accounted for. Keeps records/files on all available space, tenants, insurance certificates, leases, and contracts;
- Works with Accounts Receivable to compute and monitor anticipated revenues and associated costs;
- Attends meetings with other County departments and agencies concerning industrial development and potential impacts to the airport;
- Develops working relationships with Economic Development organizations, local governments, Chambers, local business and specific industries critical to airport growth;
- Monitors tenant leases/permits/concessions for compliance with terms and conditions and timely collection of rents and fees. Track expirations/renewals/escalations and insurance certificates for each type of agreement;
- Develops specs and draft RFPs, RFN's, RFQ's, ITB's for competitive bid through County Purchasing;
- Researches and prepares analytical studies to determine opportunities and potential impact of revenue streams, sometimes soliciting consultants and appraisers to forecast best alternatives;

- Manages agreements for compliance with airport policies, FAA, State and Federal Regulations. Provide notices when non-compliant and annual training coordination to tenants with consultants to fulfill environmental permit requirements;
- Drafts all agenda items for BOCC/County Administrator consideration, monitor and respond to departmental inquiries while going through the Review Process;
- Evaluates and determine strategic benchmarks; collects data required for the budget process. Forecasts future benchmarks;
- Solicits, compiles, and summarizes data from governmental agencies, economic development organizations and existing business and industries;
- Assists business prospects for airport-owned properties, encourage business expansions/attraction while also ensuring the best use of airport properties to the County's and the region's benefit;
- Monitors changes in programs, policies, procedures and laws related to business assistance, business development and grant funding;
- Liaison with federal, state and local government representatives, assist with legislative priorities and coordinate lobbying efforts involving airport matters;
- Monitors division's annual budget and reports quarterly on status;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree and three (3) years of professional experience in the field of revenue development, marketing, economic development, or related field that includes supervision or supervisory training; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to have completed advanced economic development or finance courses or specialized training directly related to the area of assignment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of economic development and ability to apply this knowledge in varied work situations;
- Knowledge of and ability to use multiple computer applications and software;
- Knowledge of principles and techniques of effective communication;
- Ability to apply computer applications and software;
- Ability to identify and conduct direct mail campaigns to target industry prospects, international and domestic, and handle prospect follow-up from files;
- Ability to plan, direct, supervise, coordinate, organize, and inspect specialized business development projects, programs, and activities;
- Ability to answer inquiries concerning Industrial Revenue Bonds, Enterprise Bonds, Foreign Trade Bonds, labor market, taxes, permitting processes, real estate, international trade, and business financing;
- Ability to plan, assign, and supervise the work of subordinate employees;
- Ability to maintain good public relationships with subordinates, superiors, and the public;
- Ability to analyze business trends as they affect the local economy;
- Ability to work independently on complex and confidential tasks;
- Ability to make minor decisions in accordance with County ordinances and practices.

**PHYSICAL/MENTAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.