



<b>Job Title</b>	<b>Airport Properties Specialist I</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17222</b>

**Class Specification – Airport Properties Specialist I**

<b>Summary Statement:</b>	
<p>The purpose of this position is to coordinate between airport development and planning activities. Perform professional and analytical duties related to property management and the airport. Assist the Airport Properties Specialist with the negotiation, preparation, implementation, and enforcement of all leases, licenses, permits, contracts, and specifications for the use of airport facilities.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
15%	Drafts permits, license agreements, and leases on a monthly basis for current tenants as well as any associated with new projects. Conducts tenant’s compliance inspections bi-annually and monitor tenant improvements as needed.
55%	Reviews development plans for accuracy and contract compliance: prepares complex maps, plans, charts, and other graphic materials; communicates, implements, and coordinates projects with stake holders as well as other City and Airport departments. Identifies Land Use Review (LUR) items and reports LUR to the Airport Advisory Committee (AAC).
15%	Assumes responsibility for moderately complex projects or portions of more complex projects.
15%	Evaluates revenue streams against bench marking and prepares monthly reports for management.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgments and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, or related field.

**Experience:** Three years of full-time professional experience in property operations, aviation program experience, or related.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly and/or walking or standing to a significant degree.

<b>Environmental Conditions:</b>	<b>Frequency</b>
Primary Work Environment	Office
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Occasionally
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: March 2018