



Job Title	Airport Properties Specialist, Senior	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17229

Class Specification – Airport Properties Specialist, Senior

Summary Statement:

The purpose of this position is to assist in the day-to-day aviation or non-aviation related leases, contracts, development and enforcing compliance. This position will supervise the Airport Properties Specialist position and will perform at a specialist level tasks of working with the attorney’s office to prepare agreements, amendments, licenses, permits, etc. and act as a subject matter resource. Performs complex tasks that require considerable judgement, independent analysis, and decision making.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class in the Airport Properties Specialist series. Positions at this level possess a specialized, technical, or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished in that it performs the most complex work assigned to series and serves in a working supervisory capacity over lower level staff.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time %	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%	Prepares business terms of lease documents, permits, agreements, licenses, and contracts monthly for current tenants as well as any associated with new projects. Communicates and coordinates with attorneys, staff, applicable departments, regarding compliance and construction development.
45%	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.



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15%	Assumes responsibility for complex projects. Develops policies as needed. Serves as the liaison to Peterson Air Force Base (PAFB), the business park and related aviation development.
15%	Supervises Properties Specialists. Monitors, tracks workloads, projects, tasks, etc. for direct staff. Develops performance evaluations and monitors performance plans. Acts as a subject matter resource for staff.
10%	Evaluates revenue streams against bench marking and prepares monthly reports for management. Works with Properties Manager to increase revenue opportunities within the Business Park. Assists Properties Manager in development negotiations.

<p>Competencies Required:</p> <p>Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p> <p>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.</p> <p>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.</p> <p>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.</p>

<p>Technical Skills Required:</p>
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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: Five years of full-time professional experience in property operations, aviation program experience, or related.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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.

Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

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.



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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.

Environmental Conditions:	Frequency
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

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: July 2021