

AIRPORTS PROPERTY SPECIALIST I/II

Class Definition

Under supervision, performs professional and analytical duties related to airports property management.

Distinguishing Characteristics

This is a flexibly staffed series. Airports Property Specialist I incumbents are expected to progress with appropriate training, experience, and satisfactory performance to Airports Property Specialist II. These classes differ from Airports Property Supervisor in that the latter is a first-line supervisory class.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for these classes.)

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 tenants' 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.

Knowledge, Abilities, and Skills

Knowledge of the procedures involved in real estate transactions, title searches and examination, real estate leases, and the principles, practices and laws applicable.

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

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

Knowledge of contract provisions used in lease and operating agreements.

Knowledge of commercial and industrial real estate principles and practices.

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

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

Knowledge of modern office practices, methods and computer equipment.

Knowledge of common retail business practices.

Ability to read and understand maps, plans, specifications and legal descriptions.

Ability to negotiate the disposition of property and property rights.

Ability to market real estate and facilities.

Ability to analyze business proposals and to prepare financial, technical and administrative reports.

Ability to comprehend engineering and architectural plans.

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

Ability to express oneself clearly, both in oral and written form.

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. 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.

An Airports Property Specialist I may be promoted to an Airports Property Specialist II after one year of experience and upon the recommendation of the appointing authority.

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 two years in the field of commercial property management. Additional qualifying experience may be substituted for the required education on a year-for-year basis. 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 of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____