



Position Description

<i>Department</i>	Properties
<i>Position Title</i>	Director - Properties, Planning & Development
<i>Grade</i>	M-5
<i>Reports To</i>	Deputy Executive Director
<i>FLSA</i>	Exempt
<i>Approved Date</i>	April 4, 2005
<i>Revised Date</i>	August 24, 2021
<i>Purpose</i>	Oversee all of the Airport's properties, planning, and development activities to ensure maximum receipt of revenues and grants, and optimal use of capital funds.
<i>Duties & Activities</i>	Oversee lease agreements, activities and improvements for all landside and airside tenants. Maintain and enforce the approved "Design & Construction Standards" for all projects. Assist with management of the airport insurance policies and development of new business opportunities.
	Manage expansion projects, land acquisition, property tax matters, and projects requiring AIP, PFC and other federal or state funds. Oversees the design and construction process for all projects in compliance with the Airport's Policies and Procedures.
	Oversee preparation of Master Plan and ALP Updates, FAR Part 150 Noise Study Updates and ongoing Capital Improvement Plans.
	Prepare and administer federal and state grants. Negotiate engineering, architectural and planning consultant contracts.
	Secure FAA required independent fee analysis for AIP and PFC-funded projects and ensure compliance with all other guidelines and requirements in the AIP Handbook.
	Provide support to the Facilities, Finance and Operations Departments in operating and maintaining all Airport facilities as effectively and efficiently as possible.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<i>Role Definition</i>	Supervisor/Manager
<i># of Direct Reports</i>	4

<i># of Indirect Reports</i>	None
<i>Budget Responsibilities</i>	Departmental Budget.
<i>Education & Experience</i>	Bachelor's degree in Business, Engineering, or related field; five to seven years related work experience and/or training to include managing the daily work of others and performing capital planning and/or project management of grant-funded programs; or equivalent combination of education and experience. Must demonstrate a clear competency level to perform all required duties with minimum supervision.
<i>Language Skills</i>	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write executive reports and correspondence. Ability to write routine reports and correspondence. Ability to speak effectively and professionally before groups of customers, employees and the Airport Commission.
<i>Math Skills</i>	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
<i>Reasoning Ability</i>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain focus on long-term goals and evaluate different paths to achieve them.
<i>Computer Skills</i>	Intermediate computer competency, including intermediate knowledge of word processing and spreadsheet software. Experience with project management and financial management software is preferred, along with tools for design and construction collaboration and facility/asset operation and maintenance.
<i>Technical/Trade Skills</i>	Working knowledge of construction and project management practices, including FAA, TSA, state and local laws and regulations related to them.
<i>Interpersonal Skills</i>	Typically requires highly developed interpersonal skills. Ability to participate in detailed, complex discussions with executive management, attorneys and contract specialists. Ability to train and develop staff.
<i>Licenses/Certifications</i>	Valid Driver's License required.
<i>Physical Effort</i>	Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. On rare occasions there may be a need to move or lift light articles.
<i>Job Environment</i>	Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable.
<i>Job Hazards</i>	Most of the time is spent in general office or equivalent conditions. This is a safety sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<i>Job Pressures</i>	Under regular pressure to meet simultaneous demands for important decisions, actions and Commission items all while operating under deadline.