

City of San José
CLASS SPECIFICATION

TITLE: SENIOR PROPERTY MANAGER I/II (3961/3960)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Principal Property Manager	Exempt

CLASS SUMMARY

Under general supervision, incumbents are responsible for the day to day administration of the Airport's property management program and providing supervision over property management staff.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class, designed to recognize increasing job expertise as demonstrated by level of certification and knowledge and experience in Airport property management. This classification differs from the lower class of Property Manager I/II in that incumbents in the latter perform general implementation activities and do not supervise. This classification differs from Principal Property Manager in that the latter is responsible for long term, department-wide strategic planning, complexity negotiations, fiscal management, broader knowledge and experience. The Airport Property Management series is unique to the airport environment.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Senior Property Manager I: Bachelor's Degree in airport management, business administration or related field and three (3) years of progressively responsible experience in airport property management.

Senior Property Manager II: Bachelor's Degree in airport management, business administration or related field and four (4) years of progressively responsible experience in airport property management, including one (1) year of supervisory experience.

Acceptable Substitution

Additional qualifying experience as described above may substitute for the required education on a year-for-year basis up to a maximum of 2 years of the required education.

Required Licensing (such as driver's license, certifications, etc.)

- California Driver's License.
- Airports Council International - Concession Management Certification or equivalent required within six (6) months of appointment as Senior Property Manager II.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

City of San José
CLASS SPECIFICATION

TITLE: SENIOR PROPERTY MANAGER I/II (3961/3960)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Customer Service - approaches problem-solving by focusing on customers first; advocates for customer results point of view; demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner.
- Management - evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Problem Solving - approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Supervision - sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

Desirable Certifications:

National Property Management Association - Certified Professional Property Manager (CPPM) Institute of Real Estate Management - Certificate of Property Management

Knowledge of:

- Airport property management, airline operating agreements, concessions agreements, tenant leases, tenant licenses and permits;
- Real estate development, retail concession development in an airport environment, contract provisions, airport leasing laws and legal procedures, and rate setting methodologies;
- FAA regulations, aviation industry standards, State statutes and City ordinances;
- Leadership and management principles;
- Related program procedures and policies.

Ability to:

- Maintain records control of a variety of property management projects.
- Understand and interpret relevant legal material.
- Set priorities, make management-level decisions, demonstrate sound judgment, and exercise independence in managing programs.

City of San José
CLASS SPECIFICATION

TITLE: SENIOR PROPERTY MANAGER I/II (3961/3960)

- Collect, analyze, compile and interpret economic, technical and statistical data relating to real property.
- Translate planning objectives into real projects.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Manages the day to day responsibilities of the Airport property management program including customer relationships and contract administration.	Continuous
2.	Under direction of the Principal Property Manager, supervises negotiations and the concession proposal process conducted by property management staff.	Continuous
3.	Supervises the Property Manager I/II staff, including project control, personnel issues, professional development and quality review	Continuous
4.	Establishes and maintains communications with community resource agencies, tenants and other property executives regarding Airport properties; can be a liaison between groups and City administration officials.	Continuous
5.	Stays abreast of industry best practices and changes in regulatory requirements	Continuous
6.	With direction from the Principal Property Manager, coordinates property management activities with other Airport sections, City departments, the City Attorney's office, agencies and tenants.	Continuous
7.	Supervises the preparation of monthly and quarterly property management transaction reports; supervises the maintenance of relevant project files.	As Required
8.	Assists with the planning and implementation of goals, objectives and guidelines to establish effective program operation policies and procedures.	Continuous
9.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

<p>CLASSIFICATION HISTORY <i>Created 11/89; Rev & Ret 8/14 (formerly Supervising Property Manager), Rev 12/19; s002</i></p>
--