

City of San José
CLASS SPECIFICATION

TITLE: PRINCIPAL PROPERTY MANAGER (3962)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Airport	Deputy Director of Aviation	Exempt

CLASS SUMMARY

Incumbent is responsible for planning, organizing, directing and coordinating the Airport Property Section by managing and administering all Airport leases and agreements and acting as the primary lead in airport concessions development and complex tenant negotiations.

DISTINGUISHING CHARACTERISTICS

This single-position classification is the highest level in the Airport Property Management series. This classification is distinguished from the lower level classification of Senior Property Manager I/II based on responsibility for department-wide strategic planning, complex negotiations, and fiscal management, and broader knowledge and experience. This position may lead cross-divisional teams to successfully complete critical airport projects. This position may represent the Deputy Director in meetings with various stakeholders. 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

Bachelor's Degree in airport management, business administration or related field and six (6) years of progressively responsible experience in airport property management, including two (2) years of supervisory experience.

Acceptable Substitution

Additional qualifying experience as described above may substitute for the required education on a basis of one and one-half (1.5) years of experience for one (1) year of education 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

Other Qualifications

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

Basic Competencies

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

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- 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.
- Developing Others - uses appropriate methods and a flexible interpersonal style to help others develop their capabilities.
- Fiscal Management - understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Leadership - leads by example; serves as appropriate role model; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment; encourages and rewards risk-taking, allowing others to learn from mistakes.
- Management - evaluates priorities to ensure the 'true' top priorities are handled satisfactorily; sets clear goals for the employees and the work unit.
- Negotiating - achieves "win-win" outcomes by identifying common interests, clarifying differences, and achieving consensus or compromise.
- 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;

Ability to:

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- Negotiate complex tenant negotiations, transactions and RFPs on behalf of the City;
- Prepare and give presentations to executives, the public and top levels of management;
- Conduct and facilitate meetings;
- Develop relationships with other agencies or groups;
- Provide excellent communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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.	Plans, organizes and manages all aspects of airport lease and property development	Continuous
2.	Directs, conducts, and administers complex tenant negotiations, transactions, and RFPs.	Continuous
3.	Develops, writes, reviews and presents complex reports, documents, and correspondence.	Continuous
4.	Makes presentations at public meetings, and represents the Deputy Director in meetings with various stakeholders..	Continuous
5.	Stays abreast of industry best practices and changes in regulatory requirements	Continuous
6.	Plans, organizes and directs work of professional and technical staff to meet goals.	Continuous
7.	Manages a large and diverse portfolio of airport properties and facilities that support passenger and cargo operations, FBOs, and various airport tenants.	Continuous
8.	Provides advice and consultation to program supervisors, coordinators and staff demonstrating expertise in area of assignment.	As Required
9.	Plans and implements goals, objectives and guidelines to establish effective program operation policies and procedures.	Continuous
10.	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)

CLASSIFICATION HISTORY *Created 8/14; Rev 12/19; s002*