

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Property Manager I/II (3958/3959)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Airport	Senior Property Manager I/II	Non-exempt

**CLASS SUMMARY**

Under general supervision, responsible for the implementation and coordination of the San Jose International Airport's property management program, including various tasks related to the leasing and rental of the Airport's lands, terminals, buildings, and other properties. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a two-level flexibly staffed professional property management classification responsible for the leasing and rental of Airport concessions, lands and buildings, and the providing of various public services. Property Manager I is the entry level; Property Manager II is the journey level. This class differs from that of Senior Property Manager I/II in that the latter class administers the more complicated leases and agreements and performs the more difficult negotiations and has supervisory responsibility. 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**

- **Property Manager I:** Bachelor's Degree from an accredited college or university in Airport Administration, Business Administration, Public Administration, or a related field. **Acceptable Substitution:** Experience in property management may be substituted for the education requirement on a year-for-year basis .
- **Property Manager II:** Bachelor's Degree from an accredited college or university in Airport Administration, Business Administration, Public Administration, or a related field and three (3) years of progressively responsible experience in airport property management, mall management, industrial property development, or commercial or industrial property leasing. **Acceptable Substitution:** Additional progressively responsible experience in airport property management, mall management, industrial property development, or commercial or industrial property leasing may be substituted for the education requirement on a year-for-year basis.

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

- Possession of a valid driver's license authorizing operation of a motor vehicle in California.
- As a condition of employment, incumbents may be required to use their personal vehicles in performing the job duties.

**Other Qualifications**

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

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**Basic Knowledge, Skills, and Abilities**

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

- Knowledge of laws and procedures related to the leasing of Airport property, lands, buildings, and terminals.
- Knowledge of retail concession management, retail marketing, and commercial or industrial property leasing.
- Ability to negotiate terms of leases and concession agreements.
- Ability to express oneself, clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with the general public, representatives of other agencies, and Airport personnel.
- Ability to prepare clear and concise reports and related correspondence.
- Ability to exercise sound judgment and resourcefulness in negotiations with tenants and prospective tenants.

**Desirable Qualifications**

**(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of accepted fiscal and accounting principles.
- Knowledge of design, construction techniques, materials, and build out of facilities.
- Ability to collect, analyze, compile, and interpret economic, technical, and statistical data relating to Airport property.
- Ability to use computer and data base systems to track projects and terms and conditions.
- Ability to understand and interpret relevant legal material.

<b>DUTY NO.</b>	<b>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:</b>	<b>FREQUENCY*</b>
1.	Negotiates the terms and conditions of leases, permits, and other agreements with tenants and lessees of such properties as terminal facilities and service outlets relating to auto rental, buses, taxis, limousines, lands, and buildings.	Continuous
2.	Implements retail merchandising programs for all terminal space at the Airport, including market research activities, product surveys, feasibility studies, and market testing.	Continuous
3.	Conducts research and analysis to ensure the maximum economic utilization of Airport lands and properties.	Frequent
4.	Develops and maintains a tenant-relations policy to ensure a favorable working relationship between the Airport administration and its tenants and lessees, including a mechanism for the disposition of tenant complaints.	Occasional
5.	Prepares Request for Proposal (RFP) and lease documents; administers RFP and bid procedures in accordance with management policies and applicable law.	Occasional
6.	Participates in directing, planning, and coordinating all tenant alterations and modernization projects relating to Airport property.	Occasional
7.	Inspects periodically all leased and rented Airport property to ensure compliance with the terms and conditions of the agreement.	Frequent

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8.	Monitors tenant lease compliance with Airport practices, policies, and lease terms and conditions.	Frequent
9.	Answers inquiries from the general public and interested parties with regard to the leasing and rental of Airport properties; disseminates information as required.	Occasional
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 11/89; Rev 8/97, 8/14; s002*