CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

AIRPORT PROPERTIES AND DEVELOPMENT MANAGER

The City of San Antonio is recruiting for an Airport Properties and Development Manager, under general direction is responsible for performing professional level work administering all phases of municipal Airport property management and development. This position exercises direct supervision over administrative and professional staff members.

Essential job functions include, but are not limited to the following: Coordinates and supervises the planning, administration, and development of Airport property for the Aviation Department. Plans, administers, and develops new and expanded business in the Airport system. Represents the department in business development matters. Coordinates the development and negotiation of airline leases, ground and building leases, and concession contracts. Manages the leased properties and premises located at San Antonio International and Stinson Airports. Supervises staff responsible for monitoring the performance of all Airport leases and contracts, ensuring the timely receipt of contractually required gross receipts, payments, and rental fees, and conducting surveys of rental rates and charges, leasing programs, and lease policies. Supervises the review of insurance certificates and performance bonds following receipt from leasees. Coordinates appraisals of required property and land acquisitions. Supervises the preparation of bid proposal documents for professional services and ground leases and documentation of contractual agreements for the use of properties and services. Analyzes and recommends rates and charges for the use of Airport properties and services. Coordinates and supervises the development of an annual forecast of projected income from building and ground leases. Visits and inspects leasehold buildings and premises. Works with tenants and contractors on approvals of construction improvements to buildings and premises. Supervises and directs the work of professional, technical, and clerical staff. Develops written reports and correspondence. Interprets various City and Aviation Department policies and procedures impacting Airport operations and management. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of FAA rules and regulations pertaining to Airport certification (FAR Part 139), security (TSAR, 1542 and 1544) and hazards to airspace (FAR Part 77); knowledge of property appraisal principles, practices and methods; Knowledge of the policies, practices, and methods used for setting rental rates; Knowledge of bid and proposal document components; Knowledge of general accounting principles and practices; Knowledge of marketing programs for the attraction of business recruitment; Knowledge of techniques and incentives available for providing assistance to prospective businesses; Knowledge of budget development, monitoring techniques and procedures, and insurance principles; Knowledge of legal practices for the development of contracts and lease agreements; Knowledge of the City's SMBE and FFA's DBE written programs, rules, and regulations; Ability to select, supervise, train, and evaluate assigned staff; Ability to negotiate contracts and agreements; Ability to prepare and administer a division budget; Ability to analyze problems and identify solutions. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration, Real Estate Management, Economics, Finance, or related field. Five years of increasingly responsible professional experience in the areas of property management and business development, including two years of administrative or supervisory responsibility. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work, education and salary history, including dates for work assignments: and three to five work references with contact information to: City of San Antonio Human Resources Department, Attention: Brenda Evans, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio.

For additional information contact Brenda Evans at (210) 207-7978.