

CITY OF HAYWARD

AIRPORT BUSINESS SUPERVISOR

DEFINITION

Under general direction, supervises the airport business function including budget preparation, the real property program, tenant compliance with contract provisions, collections, preparation of grant applications, and other administrative duties.

DISTINGUISHING CHARACTERISTICS

This is a section head management position at the Hayward Executive Airport, reporting to the Airport Manager. The incumbent is responsible for the management of the business and accounting functions at the airport and provides second-line supervision and direction of staff within the Airport Division. This position is distinguished from the Airport Operations Supervisor classification which is responsible for the direct supervision of staff performance of Airside and Landside operations and maintenance tasks at the Airport.

SUPERVISION RECEIVED

General direction is provided by the Airport Manager.

SUPERVISION EXERCISED

Responsibilities may include supervision of administrative and clerical staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Assist the Airport Manager with the negotiation of commercial lease agreements.

Prepare draft leases at the request of the Airport Manager.

Oversee preparation of the annual airport budget.

Maintain a detailed database of all commercial and individual airport tenants.

Monitor tenant compliance with contract provisions.

Monitor account receivables and collect past due amounts.

Prepare annual business permits and monitor tenant compliance.

ESSENTIAL DUTIES (continued):

Perform appraisals and provide estimated current values on real property.

Administer the City hangar waiting list.

Prepare Federal Aviation Administration (FAA) and Caltrans grant applications and related documents.

Monitor and submit required FAA reports for the DBE program.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of property management, appraisal techniques, and real estate law.

Federal, state, and local rules and regulations governing airport operations and grant administration.

Computer applications related to the work, including word processing, spreadsheet applications, and database management.

Aviation terminology and airport operations.

FAA and Caltrans grant applications and associated documentation.

Ability to:

Interpret maps, legal documents and engineering plans.

Prepare annual budgets and monitor financial progress throughout the year.

Conduct negotiations in a professional manner and with favorable outcomes.

Meet and deal effectively with the general public, tenants, aircraft owners, outside contractors, and City officials and staff.

Supervise, train, and evaluate staff.

Communicate effectively both orally and in writing.

Work independently and exercise discretion in interactions with the public.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of experience in real property management, appraisals, negotiations, and budgeting. Including two (2) years of supervisory or lead experience. Experience in an airport business office preferred.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in Public or Business Administration, or a closely related field.

Licenses and Certificates: Possession of either an FAA Private Pilot Certificate or standing as a Certified Member (CM) of the American Association of Airport Executives is desirable.

## SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend, and safely lift and move equipment and materials weighing up to 35 pounds; withstand exposure to noise, vibration, chemicals, mechanical and electrical hazards; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

H198

Created May 2017

EEO Code: 2

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt