



City of Phoenix

Employment Opportunity

Aviation Business and Properties Superintendent

phoenix.gov/jobs

ABOUT THIS POSITION

The vacant Aviation Superintendent position is in the Aviation Business and Properties Division. The Aviation Business and Properties Division is currently comprised of four Sections: Airline Affairs, Concessions, Parking, and Commercial Real Estate. This diverse group is responsible for the management and development of the Aviation Department's real property assets at Phoenix Sky Harbor International Airport (PHX), and two General Aviation Airports – Phoenix Deer Valley (DVT), and Phoenix Goodyear Airport (GYR), ensuring their long term viability through revenue generation, contract administration and management of land and development of improvements. The team manages over 4 million square feet of facilities, ground leases for approximately 2000 acres of land, developing, negotiating and managing agreements with over 1,600 tenants.

This new management position reports to the Deputy Aviation Director and is responsible for the profit and loss of one or more key business lines within the Business and Properties Division. Provides both the leadership and management direction necessary to achieve business line goals and objectives in support of the department's business and strategic plans. Analyzes lease terms and conditions, customer requirements for space, tenant requests, and negotiating positions, pricing and valuations. Interacts and acts as lead with corporate level tenants to present proposals regarding customer and tenant issues, as well as lease negotiations. Makes presentations in a variety of settings. Prepares written reports, presentation materials for a variety of audiences. Prepares and reviews contracts and leases. Manages resources and cross-functional personnel, primarily through subordinate managers/supervisors. In addition, may have management responsibility for functions or groups within the division; i.e., day to day property management, business development, concession operations, contract administration, tenant/customer relation. This position will supervise professional staff that are responsible for the day-to-day monitoring of tenant activities in leased spaces or land at PHX, DVT and GYR, monitoring and overseeing contractual and property management duties, monitoring tenant contracts for insurance, bonds, rental rate adjustments, tenant improvement requests, and preparing and administering permits, leases, agreements and amendments. They are also responsible for the development and negotiation of new business opportunities that increase both revenue and customer service levels at the three Airports.

Responsibilities include:

- Overseeing the assigned Section's compliance in all contracts, agreements, leases and permits, etc., with all Federal, State and Local laws, grant assurances, Aviation Rules and Regulations and other applicable requirements for Aviation's Business programs.
- Effectively managing relationships with all Airlines, Concessionaires, tenants, business partners, local government officials, the community, and other stakeholders;
- Preparing and administering the assigned Section's annual operating budget to ensure budget objectives are met;
- Achieving the assigned Section's business plan objectives through effective monitoring and oversight of profit and loss statements as well as other key performance indicators;
- Providing recommendations for, and serving as project owner on all capital improvement projects related to the assigned Section;

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This is a professional position requiring interpersonal skills, business writing skills, critical thinking, financial and statistical data interpretation, and real estate/airport property contract leasing negotiation experience. The selected candidate will be required to function in a fast-paced airport business environment, handling a variety of projects concurrently with a high degree of tenant interaction and to make sound business decisions that are in the best interest of the Aviation Department.

This eligible list may be used for any current or future vacancies over the life of the eligible list.

RECRUITMENT DATES

First review of applications will occur April 28, 2017. Recruitment may close when we have received a sufficient number of qualified applications.

SALARY

\$69,950 - \$104,416 annually

Comprehensive benefits package includes: 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, visit:

<https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf>

JOB REQUIREMENTS

- Five years progressive experience in senior level airport business development or property management, including three years in a supervisory capacity.
- Advanced knowledge of full range of real estate principles and practices including property management, development and leasing.
- Working knowledge of aviation industry agencies, tenants, and airport functions.
- Bachelor's degree in airport or business management, or a related field.
- An equivalent combination of related experience and education may be considered.
- Only the highest qualified will be posted to the eligible to hire list.
- All positions in the Aviation Department require individuals to pass a Federal Bureau of Investigation (FBI) background check prior to hire.
- Works more than forty hours in a work week without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours and holidays as required.

PREFERRED QUALIFICATIONS Includes the job requirements listed above, plus:

- Experience in planning and managing operational and capital budgets;
- Strong oral and written communication skills
- Experience managing and negotiating large projects from concept through implementation

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HOW TO APPLY

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above.

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please visit: https://employee.phoenix.gov/Documents/Employment_Information.pdf
- If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

REFERENCE

Aviation Superintendent, JC: 25210, ID# 22706, 04/17/17, 6 mos, AB, Benefits: 007, Q

City of Phoenix is an equal opportunity employer; our employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.