

SARASOTA MANATEE AIRPORT AUTHORITY JOB OPPORTUNITY ANNOUNCEMENT



DIRECTOR, PROPERTIES Full Time, Exempt

Starting Salary Range: \$79,183 - \$91,060
Salary Grade Range: \$79,183 - \$118,774

Posting Date: 2-23-18
Closing Date: Open Until Filled

This is a property management position which involves the development, execution and monitoring of all lease administration, business development programs and oversight, marketing and recruitment of industrial and business park tenants for the Sarasota Manatee Airport Authority. The work requires understanding and application of Real Estate, Property Administration, Marketing, and Budgeting disciplines. Schedules, assigns, monitors, reviews and evaluates the work of Department staff. The work is performed under limited supervision where work assignments are subject to established procedures, practices and standards. The work is reviewed in terms of feasibility, compatibility with other work projects and effectiveness in achieving expected results.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Business Administration, Finance, Real Estate Management, or closely related field or the equivalent combination of education and experience; and five years of progressive experience in commercial property management, leases and contracts, two of which were in a supervisory capacity.

PREFERRED QUALIFICATIONS: Law degree and legal experience; Real Estate Development experience preferred.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.srq-airport.com; or, calling 941-359-2770 ext 4212 or ext 4231.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@srq-airport.com. Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.

2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements, but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



SARASOTA MANATEE AIRPORT AUTHORITY

JOB CLASS SPECIFICATION

Job Code: 3010
Date Approved: 02/18

Grade: 42

JOB TITLE: Director, Properties
REPORTS TO: Executive Vice President, Chief Financial Officer
DEPARTMENT: Properties
FLSA STATUS: Exempt

JOB SUMMARY

This is a property management position which involves the development, execution and monitoring of all lease administration, business development programs and oversight, marketing and recruitment of industrial and business park tenants for the Sarasota Manatee Airport Authority. The work requires understanding and application of Real Estate, Property Administration, Marketing, and Budgeting disciplines. Schedules, assigns, monitors, reviews and evaluates the work of Department staff. The work is performed under limited supervision where work assignments are subject to established procedures, practices and standards. The work is reviewed in terms of feasibility, compatibility with other work projects and effectiveness in achieving expected results.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Directs, manages and markets the Authority's properties, concessions, rentals, land and facility development and leasing, with focus on regulatory compliance, revenue growth and diversification.

Oversees the assignment of work, training, supervision, hiring, performance evaluations, and disciplinary actions of the Properties Department staff.

Negotiates terms and conditions for leases, contracts, permits, and other agreements with existing and potential tenants.

In coordination with Authority legal counsel, drafts contracts, lease documents, purchase, and sale agreements, makes changes as required, and ensures documents are distributed to appropriate parties.

Fosters and maintains positive tenant relationships and serves as the Airport liaison regarding property issues between Airport administration and tenants. Investigates complaints and recommends resolutions.

Develops and implements policies and procedures for business development, including concession space and/or buildings, determining new ways to use existing owned industrial and business park properties to increase revenue, and locating interested parties to provide additional services.

Manages advertising program. Duties include planning and overseeing available advertising rental space. Oversees the preparation and negotiation of advertising rental rates and leases with existing and potential tenants.

Directs, maintains, and updates property management records to include files on leases, permits, special agreements, insurance documents, cash-flow documents, drawings, and specifications.

Maintains all property related contracts. Reviews contracts and insurance for compliance with regulations and Authority policies. Tracks contracts and insurance policies to identify renewal dates.

Coordinates leasehold improvements with tenants and all applicable Authority departments to ensure

compliance with agreements and the Authority's minimum standards, rules and regulations.

Evaluates tenants' compliance with terms and conditions of leases and sends notices when exceptions occur. Follows-up until the tenant is in compliance.

Coordinates activities with engineering staff, appraisers, attorneys, tenants, and other representatives as to contracts, insurance requirements, improvements in facilities, and other tenant related issues.

Manage separate non-aviation related airport owned self-storage business. Duties include business plans for increasing revenue, planning and developing and overseeing business expansion and/or replacement.

Perform due diligence audits, interviews and inspections of prospective tenants to determine proper use, tenants' job knowledge and financial stability, with overview of assessing competence and probability of successful lessor/lessee relationship.

Addresses inquiries from customers on a wide array of complex and technical matters related to area of responsibility.

Provides timely and accurate information and assistance to other Authority departments, tenants and customers.

Prepares reports and presentations as required. Attend conferences, public and professional meetings.

Prepares Department budget and revenue forecast, and monitors annual expenses and revenue.

Other Job Responsibilities:

Secures property appraisals when needed.

Performs other related duties as required.

MATERIALS AND EQUIPMENT USED:

Computer, Calculator, copier, and office machines.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree in Business Administration, Finance, Real Estate Management, or closely related field or the equivalent combination of education and experience; **and**

Five years of progressive experience in commercial property management, leases and contracts, two of which were in a supervisory capacity.

Law degree and legal experience, **preferred.**

Real Estate Development experience, **preferred.**

Licenses and Certifications:

None.

Knowledge, Skills, and Abilities:

Knowledge of contracts, lease agreements, and laws relating to tenant/landlord relations.

Possess a strong background in drafting airport leases, amendments, assignments, licenses, permits, Request for Professional services, bids, proposals, and other airport/tenant/advertiser-related documents.

Possess business acumen and problem-solving skills.

Proficiency in MS Office suite (Word, Excel, Power Point).

Ability to conduct market analyses, identify potential tenants and/or advertisers and successfully close new business on behalf of the Authority.

Exceptional project management skills.

Ability to conduct research, collect and analyze data, arrive at logical conclusions, determine alternative courses of action, and make recommendations.

Ability to communicate effectively, both verbally and in writing.

Ability to deliver effective presentations.

Ability to write logical, comprehensive, concise reports and correspondence.

Ability to prepare and monitor all aspects of the annual budget, to include revenue forecasts on existing operations and proposed developments.

Ability to set priorities, meet deadlines and manage multiple projects in the midst of shifting priorities.

Ability to establish and maintain effective and cooperative working relationships with superiors, airport tenants, fellow employees, and the general public while achieving the Authority's objectives

Ability to plan, organize, prioritize, and delegate functions to staff.

Ability to devise and implement policies and procedures designed to improve the department's operations.

Ability to effectively develop and negotiate leases, contracts, and agreements.

Ability to plan, organize, prioritize, and delegate functions to staff.

Physical Requirements:

The Director, Properties must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

As a Director, Properties, the employee must have the capacity to successfully interact with tenants, employees, outside agencies and the general public; develop and maintain effective working relationships with superiors, fellow employees, tenants, outside agencies and the general public and be able to provide support to the Executive Vice President, Chief Financial Officer.

Environmental Requirements:

The Director, Properties generally works in an office environment, and may be required to visit tenants or outlying properties.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed, and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Director, Properties if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Director, Properties and is subject to change at the discretion of the Airport Authority.



Physical/Mental Requirements

Job Title: Director, Properties

Job Code: 3010

Date: 02/18

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing		X		
Sitting	X			
Walking		X		
Lifting			X	
1-10 lbs.			X	
11-20 lbs.			X	
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying				X
Reaching				X
Climbing				X
Driving		X		
Written Communication	X			
Oral Communication	X			
Reading	X			
Hand Dexterity		X		
Reasoning	X			
Decision Making	X			
Analyzing	X			
Sensory		X		
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position, and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.



SARASOTA MANATEE AIRPORT AUTHORITY

SUMMARY OF BENEFITS Full Time Employees

Employer Paid Benefits:	Waiting Period
Employee & Dependent Medical Insurance SMAA offers two Blue Cross/Blue Shield medical plans - A Low Option PPO Plan and an HSA/HDHP. 100% of employee premium is paid by SMAA and the employee contributes toward the chosen dependent coverage.	The first day of the month following your 30 day waiting period
Employee & Dependent Dental Insurance SMAA pays 100% of employee and dependent coverage under Florida Combined Life Insurance Company, a subsidiary of Blue Cross/Blue Shield.	The first day of the month following your 30 day waiting period
Employee & Dependent Life Insurance (100% paid by SMAA – employee is insured for 2x annual salary up to \$100,000; spouse is insured for \$5,000; dependent is insured for \$2,500)	The first day of the month following your 30 day waiting period
Travel Insurance	Immediate
Employee Assistance Program	Immediate
Short-Term Disability (100% paid by SMAA)	1 year
Sick-Time	90 days
Vacation Leave	6 months
Retirement Plan (A 401 plan administered by the Principal Financial Group)	6 months
Reimbursement for Continuing Education	6 months
Floating Holidays	6 months
National Holidays	Immediate
Special Discount Programs (Varies)	Immediate
Voluntary/Optional Benefits:	Waiting Period
Pre-Paid Legal Plan (Voluntary – payroll deduction)	Immediate
Deferred Compensation Plan (Voluntary – payroll deduction)	90 days
Group Term Life, Supplemental Medical, and Long Term Disability Insurance (Voluntary – payroll deduction)	The first day of the month following your 30 day waiting period