

AIRPORT BUSINESS MANAGER

DEFINITION

Under general direction, develops and promotes the commercial utilization of the Airport/Airpark for Dane County; supervises the business operations of the airport department; and performs related work as required.

EXAMPLES OF DUTIES

Reviews and revises rent structures, markets rental properties and negotiates and prepares leases for such property. Negotiates land sales and leases, analyzes options and offers and justifies price to the Dane County Regional Airport Commission, the Board of Supervisors and the Federal Aviation Administration. Conducts studies and analyzes existing conditions so as to create additional airport revenue. Analyzes needed building alteration; coordinates maintenance activities with Airport personnel, other County agencies and contractors; handles major portions of consultation work conducted with County agencies, utility companies and outside consultants. Coordinates contracts with the Office of the Corporation Counsel on such matters as delinquent rent judgments on properties. Prepares advertisements and other promotional materials; makes presentations related to the Airport and Airpark; organizes and attends promotional meetings and coordinates such activities with prospective buyers. Sets up and maintains an accounting system for rents receivable and expenditures, repairs, taxes and other items which may be chargeable to the property; prepares management reports when necessary; supervises the business operations of the airport including assigning and monitoring work of the clerical staff involved in fiscal administrative functions; assists in budget preparation and monitors expenditures.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree from an accredited college or university in business administration, real estate, urban land economics or law degree; and at least two years of full-time commercial property management experience or four years of full-time commercial and/or industrial real estate sales experience or equivalent combination of such management and sales experience.

Knowledges and Abilities: Ability to exercise independent judgment in carrying out assigned managerial responsibilities within broad general policy. Considerable knowledge of laws pertaining to the acquisition of lands for public purposes and of the legal instruments used in such cases as right-of-way acquisition and condemnation proceedings. Thorough working knowledge of accounting principles, real estate procedures, property values and economic trends and understanding of their affect on market values and prices. Knowledge of engineering aspects of right-of-way relating to alignment, plan interpretation, interest to be acquired and cost estimates. Ability to interpret metes and bounds and other legal property descriptions.

Ability to negotiate successfully and skill in working effectively with other governmental units and the general public. Ability to prepare effective oral and written presentations.

Special Requirements: Must have possession of valid Wisconsin driver's license and personal automobile or be able to obtain both prior to employment.