

DEPUTY AIRPORT DIRECTOR PROPERTIES AND ADMINISTRATION

DEFINITION

Under general direction, performs directly or in an oversight capacity the airport's marketing/property management and administrative support services functions. Performs related work as required.

EXAMPLES OF DUTIES

Responsible for business planning; marketing and public relations planning; and compliance with disadvantaged business enterprise requirements. Manages the day-to-day airport and air park public relations and overall marketing program. Manages the airport's accounting systems; prepares and administers the departmental budget, conducts on-going analysis and audit for maintenance of cash flow programs; supervises and reviews preparation of financial reports and transactions. Supervises administrative support personnel including work assignment, setting performance standards, performance evaluation, training and development. Also effectively recommends personnel actions including hiring, promotion, probationary decisions and discipline. With the assistance of the Airport Business Manager, performs financial and accounting functions for the management of airport properties. Develops and recommends contract and lease policies for airport and air park tenants and concessions. Negotiates and prepares airport and air park permits, contracts and lease agreements with airlines, governmental officials, air park tenants, fuel suppliers, concessionaires, fixed base operators, freight forwarders, general aviation and other contractors; negotiates the terms, conditions and charges for airport and air park facilities, space and services. Negotiates airline use agreements. Responsible for increasing the airport revenue base; compiling and analyzing data and preparation of a wide variety of financial and performance reports and statements required by county, state and federal agencies. Maintains reports for federal and state grant projects and related audits. Assists in establishing and administering personnel policies for airport staff and providing liaison with the County Executive, County Board, Airport Commission and other departments.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to a bachelor's degree in business administration (prefer marketing major), public administration, airport management or related field and five years experience in high level property management for large multipurpose space and facilities including lease agreement negotiations, marketing and the fiscal support management function (i.e., accounting, budget preparation and control). Prefer such experience gained with a commercial aviation airport, air park or industrial park.

(OVER)

DEPUTY AIRPORT DIRECTOR PROPERTIES AND ADMINISTRATION
Page 2

Knowledges and Abilities: Ability to exercise independent judgment in carrying out assigned responsibilities within broad general policy. Considerable knowledge of marketing, financial, and real estate principles and practices. Ability to develop and implement marketing and financial planning programs. Ability to negotiate contracts and agreements and to work effectively with outside agencies and the general public. Proven ability and skill in supervising the work of others and delivering oral and written presentations to a wide variety of audiences.

Special Requirements: Possession of or eligibility for a valid Wisconsin driver's license and access to personal transportation.

H:\PERSONNEL\JOB-SPEC\DAIR-P&A.DOC - 02/07/91