

Title: Director of Properties and Concessions

Reports To: Vice President/Chief Commercial Officer (CCO)

FLSA Code: Exempt
Grade: 113
Approved: _____
Approved: _____

Distinguishing Characteristics:

Under minimal supervision and administrative direction is responsible to plan, manage and coordinate various assigned affairs and operations of the Business and Commercial Development Division in the areas of Property and Lease Management, Concessions and Ground Transportation. May assist the VP/CCO in areas related to regional economic development.

Essential Functions:

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Develop and implement goals, objectives and plans to retain, grow and attract new businesses consistent with TAA's Strategic Plan, on an ongoing basis. Participate with the Marketing Department in planning and developing strategies resulting in revenue growth for all operators.
- Develop and manage a financial business plan that provides operating budgets for property management, lease management, concessions management, parking lot management, and ground transportation management, together with the necessary controls and procedures to carry out the plan.
- Direct and oversee all activities associated with TAA's business relationship with the terminal tenants, airlines, concession operators, parking lot operators, ground transportation providers, and both Tucson International Airport (TUS) and Ryan Field (RYN) commercial/industrial tenants.
- Provide reports and interpret the results of operations to all levels of management, including the formulation of policies, the preparation of operating data, the coordination of systems and procedures, and special reports as required.
- Negotiate or participate in the writing of airport requests for proposals or qualifications, concession agreements, leases, airline use agreements and parking lot management agreements in coordination with TAA attorneys and other appropriate staff.

- Keep the VP/CCO informed of the department's performance and assist in maintaining an effective external and internal communication system among all division departments, the TAA Board, community leaders, outside agencies, consultants, and others.
- Develop and present reports/presentations to TAA management, industry peers or community groups on airline, concession, property leasing, and ground transportation activities, which effectively communicate, as appropriate, TAA's Strategic goals and objectives.
- Compare performance with industry peers, operating goals, objectives and plans and present results to TAA management and/or policy makers as requested.
- Ensure contracts and daily operations comply with all Federal, State and local laws, TAA rules, regulations, policies, procedures, and compliance standards.
- Provide other TAA departments and key stakeholders with related information required to carry out their assigned responsibilities.
- Manage assigned team members to successfully implement TAA's strategic plan and
- Develop knowledge of business practices in the aviation industry by participating in conferences, meetings, and other educational activities.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

Position Requirements:

- A Bachelor's degree in Public Administration, Business Administration, or closely related field.
- 8 years of experience in commercial real estate, land development, lease management, concessions management and/or ground transportation preferably in an airport environment and a minimum of three years of supervisory experience.
- TAA will consider any equivalent combination of experience and training that provides the necessary knowledge, skills, and abilities sufficient to demonstrate aptitude for the position.
- Strategic thinking, effective leadership skills and strong analytical abilities
- Executive level communication and influencing skills are a must, with the ability to communicate effectively with audiences at all levels of an organization.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- The principles of marketing, business management and administration.
- Leadership, coaching and mentoring principles.
- Practices and procedures, including Federal, State, and local laws and regulations governing the use of the TAA airports, and TAA airport geographical departments and land areas.

Skill in:

- Organization, oral and written communication, proofreading, and critical thinking.
- Performing tasks with a high degree of accuracy, attention to detail, with mature judgment, to function in compelling, high stress, fast moving work surroundings, with deadlines and multiple projects; to initiate and organize responsibilities without observant supervision, and to take independent action relative to work problems requiring immediate solutions. Must be able to remain focused in complex and stressful situations.
- Delegating projects based on situations and capabilities of direct reports, while remaining informed and supportive of progress for delegated tasks. This includes sometimes allowing people to make mistakes when trying something new, especially when they can learn from their mistakes.
- Prioritizing and setting goals for department using long-term, strategic and critical thinking methods, and knowledge of organization-wide mission and vision.

Ability to:**Environmental Requirements**

- Noise level typical of an airport administrative office setting.
- Clean, temperature-controlled facilities.
- Semi-enclosed workspaces.

Mental Requirements

- Gather and organize comprehensive research data, analyze results and recognize, define and solve complex problems.
- Plan and implement comprehensive programs, to interpret and analyze operating results and recognize, define and solve complex problems.
- Negotiate complex contracts.
- Prepare and conduct effective public presentations.

Physical Requirements

- Read, write, and speak the English language in an articulate, fluent manner.

General

- Establish and maintain effective working relationships with TAA personnel, the TAA Board, representatives of other agencies, the local business community and the public.
- Operate a computer, utilizing Microsoft office software and any other computer software.
- Understand that dissemination of information outside of job requirements is based on “need-to-know” and must maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Focus efforts on developing leadership skills of direct reports through coaching, mentoring, and inspiring passion for the organizational mission.

- Know own strengths and weaknesses and demonstrate the ability to overcome weak areas and capitalize on strengths. Seeks input from supervisor and peers about how to improve, and to focus on continuous self-improvement activities.
- Hold direct reports accountable for accomplishing functional responsibilities and delegated tasks and rewarding and recognizing high performers versus low performers.
- Continuously learn and develop, especially in the areas of management, coaching, mentoring, and leadership.

Licenses; Certificates; Special Requirements:

- A valid Arizona driver's license and the ability to drive airport vehicles to obtain access to airport/landside/airside facilities, and the AOA movement areas.
- A.A.E. Accreditation from the American Association of Airport Executives highly preferred.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents, as requested/required.
- Must successfully complete the National Incident Management System (NIMS) 100, 200, 700 and 800 requirements and certification within the first year.
- Will serve at the pleasure of the President/CEO and is not covered under the appeals process.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

People Operations Signature

Date