



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Deputy General Counsel

About the Deputy General Counsel

The Tucson Airport Authority (TAA) is seeking an experienced and energetic attorney to serve as Deputy General Counsel. This position will report directly to General Counsel and have the opportunity to significantly assist General Counsel in providing comprehensive legal advice and services to TAA management and Board of Directors on a wide variety of both routine and complex legal matters.

Core expertise will include reviewing, drafting, negotiating, and preparing a wide variety of contracts and agreements, including complex leases, agreements for acquisition of property, and use or development of TAA property and facilities. Additional desirable expertise includes public governance law, compliance with federal and state regulatory requirements, environmental issues, and matters of police, fire, and public safety.

Job Requirements

Juris Doctor degree from ABA accredited law school; Arizona State Bar admission (active attorney in good standing). Five or more years of experience in broad range of business, contracts, transactional, commercial, environmental, regulatory, public and/or real estate law, preferably for a public entity or providing legal service to a public entity.

Salary

Annual starting rate: is \$92,971.15 - \$120,868.80 depending upon qualifications, and is accompanied with a very attractive benefits package.

The top of the range is reserved for the ideal candidate who closely matches TAA's business needs and brings significant, airport-related experience in a Part 139 commercial airport.

About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948; it is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

Mission Statement: Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in southern Arizona.

The Airport System

Tucson International Airport (TUS) is a commercial international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 buildings with nearly 2.5 million square feet of space, and about 60 tenants.

Ryan Airfield (RYN) is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

How to Apply

Please visit the TAA website at www.flytucson.com to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at ssutton@flytucson.com.

Title: Deputy General Counsel

Reports To: General Counsel

FLSA Code: Exempt
Grade: TBD
Approved: CMS 10/18/19
Approved: ARV 10-17-19

Distinguishing Characteristics:

The Deputy General Counsel assists the General Counsel in providing comprehensive legal advice and services to the TAA management and Board of Directors on a wide variety of matters from routine to complex.

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.

- Assists the General Counsel in providing legal advice and support to TAA management on a wide variety of legal issues and matters.
- Attends meetings and provides advice to the Board of Directors and its advisory councils as requested or in the absence of the General Counsel.
- Advises and make recommendations regarding TAA policies, procedures, guidelines and resolutions.
- Ensures compliance with applicable legal and regulatory requirements.
- Works with the relevant departments, reviews, prepares, negotiates and drafts a wide variety of contracts and agreements, including complex leases and agreements for acquisition, use or development of TAA property and facilities.
- Analyzes various federal and state regulatory and statutory schemes and develops strategies for addressing issues.
- Develops creative solutions to legal issues to satisfy multiple objectives.
- Conducts legal research and writes legal memoranda and opinions on a variety of subjects.
- Establishes priorities and timelines for numerous competing legal issues.

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:

Juris Doctor degree from ABA accredited law school; Arizona State Bar admission (active attorney in good standing); five or more years of experience in broad range of business, contracts, transactional, commercial, environmental, regulatory, public and/or real estate law; preferably for a public entity.

Required Knowledge, Skills, and Abilities:**Knowledge of:**

- A variety of practices and procedures, including federal, state, and local laws and regulations applicable to TAA.
- Administrative, regulatory, environmental, and constitutional law.
- Public airport and FAA regulatory issues preferred.

Skill in:

- Oral and written communication.
- Legal analysis.
- Negotiating and drafting commercial and corporate governance documents.
- Being self-directed and a self-starter.

Ability to:

- Listen, analyze and effectively communicate opinions.
- Establish and maintain effective working relationships with Legal Department Team, TAA personnel, the TAA Board, representatives of other agencies, the local business community and the public.
- Learn and understand new business areas and new legal issues as they change and evolve over time in a dynamic environment.
- Recognize, define and solve complex legal issues.
- Work and coordinate with clients in the negotiation of complex contracts and leases.
- Make engaging public presentations.
- Operate a computer, utilizing Microsoft office software and any other computer software appropriate for assigned position.
- Perform 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.
- Initiate and organize responsibilities, and to take independent action relative to work problems requiring immediate solutions.
- Understand that dissemination of information outside of job requirements is based on “need-to-know” and maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.

Licenses; Certificates; Special Requirements:

- A valid Arizona driver’s license and the ability to drive airport vehicles.
- C.M. or A.A.E. accreditation from the American Association of Airport Executives desirable.

- 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, 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

HR Signature

Date