

**TBI Airport Management, Inc.**  
**Job Description**  
**Hollywood Burbank Airport**

**Job Description**

## **Director, Contracts, Properties and Procurement**

**Reports to:** Deputy Executive Director, Finance & Administration

**Status:** Exempt

### **General Description**

Provide executive-level administrative and management direction for contracts, leases, and property management performance monitoring, administrative support services supervision, and oversight of procurement, negotiations of leases, contracts and concession agreements for Hollywood Burbank Airport. Required to manage the Authority's Passenger Facility Charge Program, Customer Facility Charge Program and DBE and Title VI Program.

#### **PFC:**

Coordinating all new applications from inception to FAD  
Managing open and closing application  
Manage PFC consultant  
Monitoring compliance – quarterly report review'

#### **CFC:**

Coordinating remittance enforcement with Accounting  
Coordinate amendments to the CFC level if required within the applicable constraints of the current civil code  
Assist Finance with the application of CFC revenues in compliance with the Master Indenture and Concession/Lease Agreement

### **Essential Job Functions**

- Participate as part of the senior staff in developing and implementing Airport-wide policies, goals and strategies.
- Prepare and present presentations to and interact with other senior staff and the Authority.
- Act as the driving force behind the development and management of the Authority's properties, concessions and tenant leases including the promotion of generating additional revenues and associated plans for maximum use of the Authority's properties and facilities.
- Oversee the Authority's external risk manager, insurance policies, policy renewals and claim handling.
- Oversee the Procurement Department including the preparation of bid and proposal specifications and bid/proposal process.
- Oversee tenant and concessionaire compliance with lease provisions including insurance, deposits, uses, other contractual provisions and implementation of annual rental rate increases.
- Oversee the Regional Intermodal Transportation Center (RITC)
- Participate in airfield and terminal space planning and business development activities for the Replacement Passenger Terminal Project

- Provide support to the Deputy Executive Director serving as the liaison between the Authority and the Airlines Airport Affairs Committee (defined term in the Airport Use Agreement).
- Oversee the Authority's Competition Plan filing.
- Perform other duties as assigned.

### **Qualifications**

- Education equivalent to a BA degree in Business Administration, Aviation Management or graduate level degree
- 5 years' experience in a management capacity working in airport management
- Experience with lease negotiations, contract management, business plan development and related work and/or
- 5 years' experience either at an airline or airport associated with the management of contracts, leases, property management and/or airport affairs
- Ability to set and implement organizational goals and deadlines.
- Ability to meet organizational goals and deadlines with minimal supervision.
- Ability to manage multiple disciplines, establish and maintain effective working relationships.
- Ability to establish and maintain effective working relationships.
- Knowledge/understanding of Airport rates and charges making methodology preferred.
- Ability to work independently but be conscious of organizational, political and community concerns.
- Proficient with Microsoft Word and Excel.
- Ability to effectively communicate in writing, prepare presentation materials and reports, correspondence and inter-office memorandums.
- Ability to communicate orally, conduct meetings and presentations.
- Ability to handle multiple tasks and prioritize activities to meet deadlines, department goals and staff management.
- Ability to create schedules and meet deadlines independently.
- Critical thinking with the ability to reason and analyze issues.

**Interested Applicants may apply by clicking the link below:**

<https://www.ondemandassessment.com/link/index/JB-3XE8BAWGD?source=HB-Website&u=137146>