

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

Job Description

Director, Government Affairs

Reports to: Executive Director

Status: Exempt

General Description

Under the direction of the Executive Director, act as intergovernmental liaison with federal, state, county, municipal and congressional bodies in order to effectuate an outcome in governmental matters that is consistent with the Burbank-Glendale-Pasadena Airport Authority (BGPAA) organizational goals. Directs the activities of governmental affairs consultants.

Reports to the Executive Director and maintains contact with U.S. congressional members and their staff, state legislators and legislative staff members, and representative of state, metropolitan, county and municipal governments. Works closely with the California Airports Council, a commercial airport trade association and with national and international airport trade associations.

Essential Duties

- Handle all aspects of local government affairs procedures, specifically providing support to the Executive Director in the development and tracking of Airport issues.
- Effectuate legislative and political outcomes that are favorable to BPAA's goals.
- Coordinate Airport orientation and education tours for legislative committee groups.
- Oversee the development and maintenance of legislative files and records.
- Coordinate legislative efforts by working with Airport divisions, state, local and governmental agencies to advance the goals and objectives of the airport.
- Serve as the senior level liaison between the Airport and other governmental agencies, legislative bodies and executive officers.
- Conduct research, monitor legislation, manage internal and external communications and coordinate the Airport's public message on key policies and initiatives.
- Prepare Airport's positions statements, talking points, issue briefs, comment letters and other appropriate responses to Statutes, Regulations, and Policies proposed by Legislators.
- Prepare written and oral communications on Airport legislative policies and procedures for Airport senior staff, Airport Commission and Legislative officials.
- Perform research and analysis on aviation and transportation legislation, policy and trends on the Federal, State, and Local levels that could be advantageous or that may adversely impact the Airport's operations.
- Serve as the key Government Affairs Director to deal with government officials from local, state and federal agencies on all regulatory requirements and compliance activities; and provides concise, clear information to Airport Senior Management staff to identify and address regulatory and government affairs impact issues and makes sound recommendations.

- Attend and participate in meetings, conferences, and other professional forum to keep abreast of regional/state/national government affairs regulations related to the Aviation industry.
- Make public presentations to Commission Committees, to the full Commission (televised) to the city councils for the cities of Burbank, Glendale, and Pasadena as required.
- Serve as an integral member of the Emergency Preparedness (Emergency Command Center) organization.
- Attend senior management meetings at regular intervals and present progress and status updates on government and public affairs issues.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of federal, state and local laws, regulations and ordinances related to government affairs.
- Knowledge of regulatory compliance requirements imposed by government agencies, such as: Federal Aviation Administration and Transportation Security Administration.
- Ability to define complex regulatory and government affairs issues and problems; evaluate alternatives and develop sound, expert conclusions and recommendations.
- Ability to understand, interpret, explain and apply local, state and federal policy, law, and regulation.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain cooperative working relationships with peers, managers, government agencies at federal, state, and local levels, airport tenants and the public.
- Ability to represent the Authority effectively and tactfully in negotiating and dealing with organizations and government officials on a variety of difficult, complex, and sensitive and confidential issues.
- Ability to present proposals and recommendations clearly, logically and persuasively in one-on-one and public meetings.

Minimum Qualifications and Experience:

Credentials, Qualifications, and Experience

- Bachelor’s Degree in business, public administration, communications, political science, or related field with 7 years of experience in state government affairs; OR Master’s Degree with 5 years of related experience in state government affairs.
- Extensive knowledge and understand of legal requirements relevant to federal lobbying disclosure and political action committee management.
- Extensive knowledge of legislative and policy making process.
- Broad knowledge of Airport/Aviation industry to include business objectives, operations, finance, customer experience, and government relations.

Preferred computer software skills

- Microsoft Office

License and Special Requirements:

- Possession of a valid California Driver’s license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Interested Applicants may apply by clicking below:

<https://www.ondemandassessment.com/link/index/JB-NQ9XXYQJG?source=HB-Website&u=137146>