

**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 ("PFC") Program, Customer Facility Charge ("CFC") Program and Disadvantage Business Enterprise ("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 California Civil Code, as amended

Assist Finance with the application of CFC revenues in compliance with the Master Indenture and Concession/Lease Agreement with the rental car companies

### **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.

- Coordinate with the Finance Department on the concession audit program.
- 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 a 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.
- Knowledge/understanding of Airport rates and charges methodologies preferred.
- Knowledge/ understanding of procurement policies and procedures a plus.
- Ability to work independently but be conscious of organizational, political and community concerns.
- Proficient with Microsoft Word, Excel, and PowerPoint.
- 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.

**Working Conditions:**

Physical Effort: General office environment. Requires sitting at desk with heavy computer use, telephone discussions and/or face to face meetings for extended periods of time. No other special requirements.

Mental Effort: Ability to work independently cognizant of deadlines and flexibility to adjust priorities to meet Authority's goals and/or objectives. Requires attention to detail, responsiveness and dependability.

**Reporting Staff:**

- Contracts and Properties Manager (1)
- Procurement Manager (1)
- Sr. Manager Business & Compliance (1)
- Business & Property Specialist (1)

Administrative Assistant (1)

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Please submit resume to: [shaserjian@bur.org](mailto:shaserjian@bur.org)