

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

Job Description

Property Specialist

Reports to: Manager, Properties

Status: Exempt

General Description: Provide professional support contracts and properties department including tenant relations, contract negotiation and contract/lease compliance.

Essential Job Functions:

- Performs professional and analytical duties related to airports property management
- Resolves problems related to the day-to-day property operations for the airport
- Prepares requests for proposals, lease documents, permits, agreements, and contracts within the framework of existing property management policies and procedures
- Coordinates contract provisions with other departments affected by airport leasing activities
- Performs research, develops and makes recommendations of changes and additions to policies and procedures as they affect new and existing tenants
- Negotiates leases, permits, agreements, and contracts, and prepares documents for submission to appropriate authorities
- Collects market and engineering data on real estate, conducts comprehensive comparable value studies to establish fair market value
- Coordinates with attorneys regarding compliance, lease development, and other matters including litigation
- Assists in the establishment of airport rates and charges; prepares and interprets financial and statistical analysis
- Develops and maintains positive tenant relations for airport properties by resolving property operations issues
- Manages tenant lease/contract compliance through inspections and review and conducts special projects as assigned
- Oversees tenant leases and coordinates renewals
- Monitors tenants' compliance in matters involving all contract provisions, including but not limited to insurance, payment, performance bonds, tenant-required improvements, and/or Federal Aviation Administration mandates
- Coordinates and monitors landlord and tenant required development/improvements
- Conducts and documents annual property inspections of all tenant facilities
- Monitoring and reporting for airport Disadvantaged Business Enterprise (DBE) program and Airport Concession Disadvantaged Business Enterprise (ACDBE)
- Develops goal-setting processes, prepares and reports compilation of FAA DBE and ACDBE goal setting and methodology to FAA
- Acts as subject matter expert in DBE and ACDBE program requirements at BPGAA Commission Meetings as necessary

- Maintains and updates policy and procedures for implementation of EJ and LEP programs; ensures compliance with applicable Title VI laws and non-discrimination clauses and provides training to all tenants.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university.
- Minimum three years' experience working in contracts and properties.
- Strong work ethic, entrepreneurial and ability to positively interact with others.
- Ability to multi-task and manage several projects simultaneously.
- Exceptional verbal, written, and analytical skills.
- Dependable and demonstrates initiative.
- Proficient skills in Microsoft Office software (Microsoft Word, Excel, Power Point).

Preferred Qualifications:

- Experience DBE and ACDBE
- Airport experience
- Paralegal background

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 can apply by clicking the link below.

<https://www.ondemandassessment.com/link/index/JB-OEZK5MAX6?source=HB-Website&u=137146>

