ABOUT THIS POSITION

The City of Phoenix Aviation Department is seeking management level professionals that will enjoy the high-energy, fast-paced environment of Phoenix Sky Harbor International Airport.

This Program Manager position oversees the Property Management & Contract Compliance team in the Business & Properties Division. The Business & Properties Division is responsible for overseeing, managing, and optimizing the Aviation Department’s revenue producing assets. This team is responsible for monitoring and enforcing compliance with real property leases and revenue and services contracts, to include insurance, bonds, rental rate adjustments, and other terms and conditions. This position will oversee a staff of two.

This position will provide guidance and oversight for contract and property lease compliance. This position will develop and implement new processes to ensure expiring agreements are addressed proactively, oversee General Aviation Specialized Aviation Service Operator (SASO) permitting, oversee the leasing of General Aviation hangars, property management. This position will also be responsible for coordinating with multiple divisions including Financial Management, Planning, Operations, Facilities, Audit, and Legal, to implement Department-wide business strategies, and will assist the other Business & Properties Program Managers with a variety of Airlines, Concessions, and Real Estate Development projects.

RECRUITMENT DATES

Recruitment may close when we have received a sufficient number of qualified applications.

SALARY

$63,315 - $94,328 annually. Appointment can be made above the minimum depending upon qualifications.

Comprehensive benefits package includes: 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, visit:


JOB REQUIREMENTS

- Five (5) years of directly related professional experience in negotiating, preparing, administering, and monitoring contracts, including airport/commercial property leases, facility/ground leases, revenue contracts, and professional services contracts.

- Three years of this experience must have involved decision making responsibility for projects or programs.

- Bachelor’s degree in public or business administration, airport/aviation management, finance, economics, business law, management, or a related field.

- All positions in the Aviation Department require individuals to pass a Federal Bureau of Investigation (FBI) background check and a TSA Security Threat Assessment screening
prior to hire.

- An equivalent combination of related experience and education may be considered.
- Only the highest qualified will be posted to the eligible to hire list.

**PREFERRED QUALIFICATIONS** A well-qualified candidate will possess the job requirements listed above, plus:

- Experience managing projects that require, at a minimum, an intermediate level of knowledge of multiple disciplines such as aviation tenant operations, airport operations, aviation planning, aviation maintenance, and aviation security.
- Proven experience in creating and maintaining excellent relations with customers, vendors, and other employees.
- Knowledge of principles and practices of employee supervision and experience managing, supervising, and motivating employees.
- Experience creating and implementing business processes designed to increase efficiency and compliance.
- Ability to exercise tact, discretion, and diplomacy when handling sensitive and confidential issues and situations; and to analyze complex problems, evaluate alternatives, and make sound recommendations.
- Familiarity with risk management and insurance principles as they relate to airport facilities leasing and aviation contracts environment.
- Demonstrated ability to interpret, apply, and explain laws, ordinances, code, regulations, and departmental policies related to aviation business contract compliance environment.
- Ability to manage complex projects and lead teams to deliver results.
- Ability to effectively communicate both verbally and in writing.

**HOW TO APPLY**

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above.

YOU’RE COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

**WHAT YOU NEED TO KNOW**

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please visit: https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Employment-
If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

REFERENCE

Economic Development Program Manager, JC: #08750, ID# 24412, 9/2017, 6 mos, AB Benefits: U7, Q,

City of Phoenix is an equal opportunity employer; our employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.