



JOB DESCRIPTION

Airport Leasing Coordinator

Date Prepared: March, 2022

SUMMARY: Under limited supervision, performs a variety of highly responsible tasks pertaining to the business marketing, growth, and customer retention at the Southern California Logistics Airport (SCLA). Works to recruit new business to the SCLA, assist companies in locating to the SCLA, and works with existing customers to retain and/or expand their presence at the SCLA. Serves as an advocate for customers on a local, regional, and federal level to address their issues. Performs various business analysis and administration; budget and research analysis; report writing; and exercises oversight of SCLA contracts; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide responsible, professional, and technical assistance to the Director, or designee, in the analysis, implementation, and monitoring of the SCLA's leasing program.
- Act in the liaison capacity for Foreign Trade Zone 243 and 243A.
- Perform research, statistical analysis, and financial diligence.
- Conduct analysis of department and municipal policies involving organization, procedures, and services.
- Review and administer real estate disposition and purchase agreements.
- Prepare, review, and administer leases, contracts, licenses, agreements, and amendments with SCLA tenants and consultants.
- Prepare renewals, extensions, and detailed exhibits and payment schedules.
- Solicit, advertise, and otherwise market SCLA properties for lease or sale, as directed.
- Monitors tenant accounts and issues 3-day pay or quit notices.
- Maintain the SCLA's presence on the City's website and professional real estate websites.
- Serve as the principle business contact for SCLA tenants and represent the SCLA in a wide range matters germane to lease management.
- Conduct surveys and perform marketing research and statistical analysis, as requested.
- Draft, recommend, administer, and implement administrative policies and procedures.
- Plan, organize, coordinate and direct subordinate staff in the daily operations of various business and marketing activities.
- Prepare, design, and create marketing materials to perform business outreach.
- Supervise, train, conduct performance evaluations, and reward and/or discipline subordinate staff.
- Meet with staff to identify and resolve problems and seek collaborative means to improve revenue.
- Prepare grant applications for various state and federal programs.
- Represent the SCLA at various meetings and attend board meetings, as necessary.
- Review and report on real property compliance with applicable laws, regulations, and ordinances.
- Respond to external auditor requests regarding grant records audits, and statistical information.
- Interpret and implement federal, state, and local regulations and guidelines on grant-funded projects.
- Participate in the development and administration of the annual budget.
- Assist in predicting future revenue streams; research past expenditures, project future budget increases, and monitor lease related expenditures.
- Prepare staff reports, agenda items, and resolutions.

- Prepare highly visible projects, reports, and correspondence.
- Author correspondence and assist in the design and production of technical information and brochures.
- Compile monthly, quarterly, and yearly leasing reports and track all lease terms and insurance certificates.
- Make recommendations for changes to programs, contracts, or lease agreements.
- Facilitate and prepare bid specifications and scope of work for department projects.
- Monitor and ensure timely compliance with regulatory matters and reporting requirements.
- Perform lease compliance audits and inspections, and coordinate corrective actions, as needed with tenants.
- Meet with City Attorney to discuss legal issues involving leasing and other real estate matters.
- Attend various professional organization meetings, committee meetings, trade shows, workshops and other regulatory meetings as the SCLA marketing representative.
- Maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Maintain and organize administrative documents, including but not limited to division policies, procedures, rates, rules, regulations, forms, and notices.
- Retrieve and prepare documents for response to public records requests.
- Investigate, resolve, address, and/or respond to issues, complaints or inquiries from tenants or external entities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent, SUPPLEMENTED BY sixty college semester units with a major in business administration, or closely related field, AND three years of advanced administrative and/or business activity performing complex specialized business duties; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- Real Estate leasing practices.
- Modern office practices.
- City rules, procedures, policies, precedents, and functions.
- Office procedures and equipment, including computers and supporting word processing and database applications.
- English usage, spelling, grammar, punctuation, and basic mathematical principles.
- Pertinent federal, state, and local laws, codes, and regulations.
- Utilize computer software programs including MUNIS and other computer-based finance systems.
- Research, prepare, and monitor grant applications and Capital Improvement Projects.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Performing a variety of administrative duties in support of Airport programs.
- Responding to inquiries and requests for information within established guidelines.
- Maintaining accurate and complete records and files.

- Maintaining accurate and efficient typing speed for successful job performance.
- Understanding and following oral and written instructions.
- Operating office equipment efficiently.
- Handling multiple priorities and providing timely and courteous customer service.
- Using patience, tact, and courtesy in dealing with the public.
- Working harmoniously with departmental personnel.
- Following verbal instructions with minimum supervision.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.