# Airport Business Enterprise Manager

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| **FLSA:** | Standard/Exempt | **EEO Category:** | (20) Professionals |
| **Class Code:** | 10381 | **Salary Grade:** | AH8 |
| **Approved:** | January 31, 2008 | **Last Revised:** | October 22, 2009 |

**Purpose:**

Under the direction of executive management, develop, manage, and coordinate business enterprise programs, projects, and initiatives at Austin-Bergstrom International Airport (ABIA). Position may include management of internal audit, performance standards, marketing, and other related functions.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Managerial level liaison between ABIA and third party entities to include providing oversight of business enterprises and/or airport property development/redevelopment
2. Review, analyze and evaluate financial and operating performance data
3. Keep abreast of various schedules to ensure established deadlines are met
4. Develop and/or review, approve, and monitor operating, capital, program, and project budgets to include funding requests from airport real estate development projects, and/or business enterprises budgets
5. Provide assistance and support of capital projects, purchases, and funding for assigned airport business enterprises and/or development endeavors/initiatives
6. In conjunction with airport legal counsel and/or city purchasing office, ensure business enterprises' compliance with various financing documents and major agreements such as bond and supplemental indentures, management and license agreements, and facilities leases; prepare requests for proposals and invitations for bids; analyze proposals/offers; and draft/prepare summaries, recommendations, and/or contracts, agreements, and leases to include negotiation and settling of the same
7. Develop, identify, and maintain professional networks, resources, and opportunities to enhance the development and productivity of programs, projects, and initiatives
8. Provide technical assistance/consulting to other Aviation divisions, city, and third party entities/counterparts
9. Coordinate with internal and external auditors and consultants for required or special audits of airport business enterprises and/or departmental programs/activities; may perform specific audit function(s)
10. Generate, review, and approve reports; report general and detailed information/data and results; evaluate processes; make recommendations to management regarding programs, processes, activities, information, etc.
11. Direct and manage performance and/or standards to include, but is not limited to, standards development and database maintenance of said standards
12. Develop and make presentations to airport and city management, advisory boards, stakeholders, public and private economic development organizations, special purpose entities, and/or developers, etc.
13. Collaborate with other Aviation divisions, staff, partners, city departments, etc. to ensure goals and objectives, airport interests and performance targets are met; provide support upon request of other airport programs/projects/initiatives

**Responsibilities - Supervisor and/or Leadership Exercised:**

None.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of business strategies, objectives, planning, development and management processes, process improvement, preferred business practices, and if applicable, marketing and advertising strategies
- Knowledge of Federal Aviation and Environmental law, rules, and regulations related to land/business development at airports
- Knowledge of project development, scheduling, and/or monitoring
- Knowledge of municipal and private sector budgeting and/or accounting, finance methods, practices, and concepts
- Knowledge of government organizations' programs, activities, functions, and their interrelations with the private and not-for-profit sectors, as applicable.
- Knowledge of accounting practices/concepts and/or internal control systems, as applicable to the duties of the position
- Knowledge of contracts, i.e. contract development, language, terms and conditions, and negotiation techniques
- Knowledge of the principles and practices used in financial and performance auditing, if applicable.
- Knowledge of consulting and/or auditing processes, procedures, and techniques
- Knowledge of performance standards and measures, quality assurance procedures, programs and analysis, and statistical analysis and principles
- Knowledge of leadership, supervisory and/or managerial techniques and practices
- Skill in identifying and planning projects that address identified risks and customer or organizational needs.
- Skill in examining, analyzing, and interpreting contracts, policies, procedures and regulations, legal documents,

business proposals, and financial records
• Skill in resolving highly complex business and/or auditing questions/inquiries
• Skill in developing and implementing/recommending policies, procedures, and improvements
• Skill in budget and economic analysis.
• Skill in designing and maintaining standard to complex spreadsheets/database models and utilizing word processing, databases, spreadsheets, and presentation software/computer programs
• Skill in effective oral and written communications and presentations
• Skill in providing internal and external consulting services
• Skill in project management methods
• Ability to understand, interpret and apply detailed and highly complex information
• Ability to read, understand, and interpret legal documents, regulations, financial reports, and business proposals
• Ability to develop, evaluate, and present plans and proposals
• Ability to gather, compile, and interpret market and demographic data/trends
• Ability to work effectively, independently and with teams, with minimal or no direction or supervision, and exercise sound independent judgment to include establishing and maintaining effective working relationships with subordinates and peers, other City personnel/departments, airport tenants and contractors, external professionals and business representatives, and the general public
• Ability to effectively direct, plan, set priorities, and assign work to staff and/or others to include management of multiple projects, programs, tasks, resources, and timelines

**Minimum Qualifications:**

• Bachelor's degree related to the position, plus five (5) years of professional-level work experience in a related field, two (2) years of which are in a supervisory/managerial capacity
• A Masters Degree and/or a professional certification/license in a related field/discipline may substitute for two (2) years of the required work experience

**Licenses and Certifications Required:**

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.