

The Burbank-Glendale-Pasadena Airport Authority Invites Applications For Director, Contracts, Properties & Procurement

The Burbank-Glendale-Pasadena Airport Authority is seeking a Director of Contracts, Properties & Procurement to 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 (BUR). The director is 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.

Additional Responsibilities Include:

- 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.

Position 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.

Salary & Benefits

The salary range for this position is \$145,000 - \$160,000 DOE with an attractive range of benefits, including health insurance, life insurance, 401K matching, paid time-off, and a 9/80 work schedule. Relocation reimbursement is available up to 10K for household moves greater than 200 miles. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at www.adkexecutivesearch.com.

Posting closes November 25, 2018.