

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT REAL ESTATE SPECIALIST

Spec No. 2376

BASIC FUNCTION

To provide real estate management and support services of over 100 assigned Airport aviation, commercial and/or industrial leases and tenants under the direct guidance of the Airport Business Manager.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares, negotiates and works directly with Airport Tenants to manage, execute and enforce Airport leases, licenses and associated documents under the direction of the Airport Business Manager.
2. Prepares and acts as a resource to Airport Management in contract administration of Airport leases, licenses, amendments, memorandums and other Airport legal documents.
3. Responsible for developing and maintaining positive tenant relations to implement tenant lease requirements of Airport properties in multiple locations including several interfund County leases; handles day to day tenant operations, resolves associated problems, responds to tenant requests and effectively handles related tenant phone calls and correspondence in a timely manner.
4. Oversees tenant lease/contract compliance in matters involving all lease/contract provisions including but not limited to insurance, payment, performance bonds, tenant required improvements, common area maintenance, triple net lease monitoring, tenant maintenance issues, varying utility requirements per specific buildings, lease records, lease renewals and/or Federal Aviation Administration mandates.
5. Coordinates and oversees rates and charges to Airport Finance for billings; assists Airport Finance on billing and receivable information.
6. Works directly with the Business Manager to develop new leases, licenses, correspondence and documents as necessary.
7. Coordinates with the Environmental Manager on environmental due diligence issues.
8. Prepares, interprets and assists Airport Business Manager in the development of detailed real estate, revenue and financial reports as required to manage over \$20 million annually in tenant lease, utility, and interfund revenues.
9. Assists in the establishment of Airport rates and charges.
10. Assists in discussing and negotiating potential land and building leases.
11. Interfaces and maintains a strong and constructive working relationship with airlines, Airport tenants, Airport staff, Airport attorney and other County departments, FAA, local, state and federal agencies involved in Airport real estate projects.

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT REAL ESTATE SPECIALIST

Spec No. 2376

STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required.
13. May represent the Airport Business Manager with other government agencies and districts.
14. May perform all the duties of subordinate level employees as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business administration, real estate management, finance or related field; PLUS, three (3) years of progressively responsible experience in Airport real estate management, commercial property/tenant management; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

Previous airport business experience is preferred.

SPECIAL REQUIREMENTS

Must have a valid State of Washington Driver's License.

KNOWLEDGE AND ABILITIES

Knowledge of:

- airport master appraisal requirements for negotiation of Airport leases
- reading and interpreting legal descriptions and leases
- tenant and property management functions, methods and techniques used in airport lease management
- real estate terminology and basic real estate law, including property tax parcels and legal descriptions
- principles and practices of accounting, budgeting and financial management, including excel, data bases and other financial accounting systems and the ability to utilize mathematical formulas

Ability to:

- review and write airport leases and aviation contracts and other legal documents and initiate correspondence with proper format, punctuation, spelling and grammar;
- prioritize, evaluate, and self-manage work projects for optimum efficiencies and timelines and work independently with a minimum level of supervision

SNOHOMISH COUNTY JOB DESCRIPTION

AIRPORT REAL ESTATE SPECIALIST

Spec No. 2376

KNOWLEDGE AND ABILITIES (Continued)

- manage, plan, perform and monitor airport real estate lease transactions
- collaborate effectively with Airport staff and other County departments and outside agencies to streamline resources, share data, improve processes and procedures and improve efficiencies;
- gather, analyze, synthesize and evaluate a variety of data including statistical data;

Ability to:

- communicate effectively, both orally and in writing with a wide variety of Airport tenants, individuals, and aviation groups in private and public settings
- develop work plans, schedules and budgets
- establish and maintain effective working relationships with co-workers, tenants, department heads, associates, attorneys, appraisers, contractors, consultants and/or their representatives and the general public
- work directly with the FAA on airport mandates and aviation requirements specific to Airport properties
- exercise initiative and judgment and make decisions within the scope of assigned authority

SUPERVISION

The employee reports to and receives general direction from the Airport Business Manager. The work requires considerable independent action and judgment in planning and supervising leases and projects. Work is performed with minimal supervision.

WORKING CONDITIONS

The work is performed in an office environment with field trips to Airport tenant facilities in multiple locations on Airport property and other various locations throughout Snohomish County, as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2015
EEO Category: 2 - Professionals
Pay Grade: 241 - Classified Pay Plan
Workers Comp: 5306 – Non Hazardous