

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Airport Properties Supervisor

CLASS CODE: 1682

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise airport property management programs and manage more complex/large scale tenants.

DISTINGUISHING CHARACTERISTICS:

This is an advanced journey-level professional classification in the General Administrative Series – Airport Administrative Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility for supervising airport management program subordinates and managing more complex/large-scale tenants.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions

Signing performance plans and appraisals

Resolving informal grievances or formal grievances at the first step

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

May perform property management administration for large-scale complex tenants and operations such as public parking, rental car concessions, ground transportation, airlines. Monitors contract compliance. Negotiates agreements, resolves tenant/landlord problems. Determines rents and fees. Prepares billing instructions.

May coordinate operations between airport and city departments. May approve ground transportation permits. Monitors public transportation at airport.

Develops and implements policies and procedures for assigned property management operations.

Receives and responds to tenant complaints and concerns. Conducts tenant meetings.

Represents the department in the absence of the Airport Properties Division Director.

Manages bid solicitation. Establishes tenant contract language.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, including first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, printer, calculator, telephone, photocopier, fax machine and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as financial statements, invoices, revenue reports, expenditure requests, budgets, bid specifications, contracts, leases, technical study reports, architectural drawings, inspection reports, ordinances, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals; perform mathematical operations using basic algebra and geometry; interpret and develop descriptive statistical reports.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as temperature and noise extremes.

Physical Requirements:

None.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of colors, shapes and sounds to examine road signs, detect color schemes, determine sound impact on tenants, inspect facilities and clearly distinguish objects at close range.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.