General Statement of Duties
Supervises contract or property administrators, administers the operations of a contract negotiation/asset management unit, and monitors concession contract and land management revenues.

Distinguishing Characteristics
This class is unique to Denver International Airport and is not related to any other class or class series.

Level of Supervision Exercised
Supervises professional and sub professional employees.

Essential Duties
Directs and supervises the initiation, negotiation, implementation, and monitoring of contractual and use agreements for the City to assure effective delivery of goods and services.

Supervises the research and analysis of financial data and preparation of statistical reports on current financial developments, including complex market studies, and estimates and forecasts of revenue and expenses.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Administers contracts and contract renewals for concessions, services, or construction projects, and develops policies for contractual parameters, types of concessions and services, space allocation and construction requirements, and tenant guidelines.

Coordinates and moderates pre-proposal conferences, and reviews proposals and financial information submitted. Prepares and presents information on contract policies and procedures to contractors, city departments, and concession operators.

Some positions supervise the management and operation of airport farms, and residential and commercial properties, including lease agreements, maintenance and repair, and screening of potential clients.

Assists in the development of departmental budgets.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

Resolves problems encountered by employees during the course of the assignment.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Delegates responsibility and authority to subordinate staff

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.
Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Manages and Organizes Information - Identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

Knowledge of finance sufficient to be able to manage and perform a variety of functions related to the work assignment.

Knowledge of contract administration sufficient to be able to manage all phases of contract agreements.

Knowledge of property management sufficient to be able to supervise and administer the operation of properties.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

**Education Requirement**

Bachelor’s Degree in Business Administration, Public Administration, Accounting or a related field.

**Experience Requirement**

Two (2) years of professional experience performing research and financial analysis, and contract or asset administration.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.
Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Subject to traffic, roadways, and pedestrians.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Potential exposure to extremes of heat and cold in all weather conditions.
Pressure due to multiple call and inquiries.
Subject to long irregular hours.
Subject to many interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- **Sitting**: remaining in the normal seated position.
- **Carrying**: transporting an object, usually by hand, arm, or shoulder.
- **Climbing**: ascending or descending objects usually with hands/feet.
- **Balancing**: maintaining body equilibrium to prevent falling over.
- **Reaching**: extending the hand(s) and arm(s) in any direction.
- **Handling**: seizing, holding, grasping, or otherwise working with hands.
- **Fingering**: picking, pinching, or otherwise working with fingers.
- **Talking**: expressing or exchanging ideas by means of spoken words.
- **Hearing**: perceiving the nature of sounds by the ear.
- **Repetitive motions**: Making frequent movements with a part of the body.
- **Near acuity**: ability to see clearly at 20 inches or less.
- **Depth Perception**: ability to judge distance and space relationships.
- **Field of Vision**: ability to see peripherally.
- **Lifting**: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

- Criminal Check
- Employment Verification
- Education Check
- By position, Motor Vehicle Record

**Assessment Requirement**

- Professional Supervisor

**Probation Period**

Six (6) months.
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