



I OAK

The Port of Oakland invites applications for
Manager of Airport Properties

Oakland International Airport (OAK)
Oakland, CA

Salary range: \$15,779 - \$19,548 per month / 37.5 hour work week

Application Deadline: August 26 @ 5pm PT

Civil Service Status: Exempt (Job Code 10040)

EXECUTIVE SEARCH SERVICES PROVIDED BY ADK CONSULTING & EXECUTIVE SEARCH

The Airport

Oakland International Airport is the second busiest of the three international airports serving the San Francisco Bay Area. OAK has a 20% share of local originating passengers (a 12-year high) and 55% of air cargo making it the top Bay Area air cargo airport. OAK is home to Southwest Airlines' largest operation in California, it is a major North American gateway to Hawaii and is the Asia Pacific hub for FedEx and UPS.

OAK is the airport closest to most of the local population of 7.7 million people. It is also the airport closest to most Bay Area employers and offers superb access by roadway and air rail to all of the region's business and tourism venues.

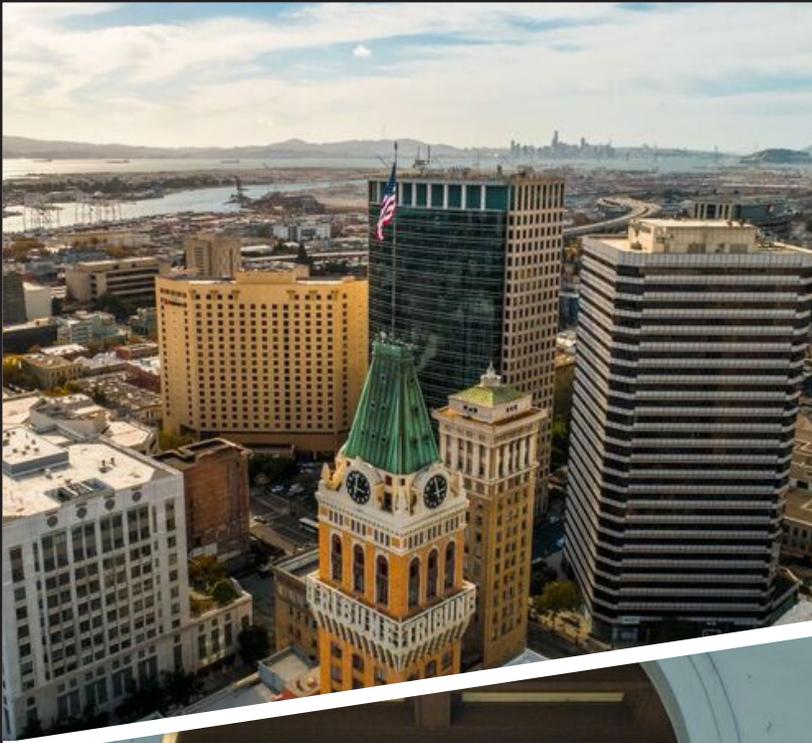
The vision of Oakland International Airport is to be the airport of choice for Bay Area residents and visitors alike. OAK is operated by the Port of Oakland, which also oversees the Oakland seaport and 20 miles of waterfront. Together with its business partners, the Port supports more than 84,000 jobs in the region with a \$130 billion economic impact. For updates, departure and arrival information, airport maps, and details on shopping, dining, ground transportation, and more, visit www.oaklandairport.com. The Airport has an active Social Media Program. Follow us on Facebook, Twitter, and Instagram.

OAK recently began a public process to plan for a future terminal modernization, replacement, and expansion project. Following completion of the separate state and federal processes, multi-phase development is expected to occur in the latter part of the decade. The operation at OAK consists of more than 250 Port of Oakland employees across eight departments. On a percentage basis, OAK retained more of its passengers and continues to recover more quickly from the pandemic crises compared to other airports in the Bay Area region. With passenger recovery in full swing, several projects are once again proceeding, which include:

- Redevelopment of all in-terminal food and beverage concessions
- Planning and design for restroom upgrades terminal-wide
- Completion of Taxiway and other airfield paving and upgrade projects
- Terminal signage, flight information & passenger messaging systems, and wayfinding upgrades terminal-wide

Oakland has numerous innovation initiatives across all departments to enhance operations and the customer experience which will be implemented on a continual basis.





The Community

Located on the east side of San Francisco Bay, OAK is centrally located in the Northern California megaplex situated in the East Bay, the region's most populated area including the Alameda and Contra Costa county cities of Oakland, Berkeley, Emeryville, Walnut Creek, Hayward, Fremont, Dublin, Pleasanton to name just a few. There are a total of 101 San Francisco Bay Area cities, towns and villages. The smaller, less populated, city and county of San Francisco is located nearby, roughly 7 miles across the Bay from the airport.

Within its borders, Oakland features stunningly beautiful neighborhoods, a progressive, dramatically growing downtown, and superior cultural and recreational amenities. The heart of the East Bay, Oakland is home to a wealth of activities and attractions.

The city is surrounded by sparkling bay waters and rolling hills dotted with redwood forests. Visitors can boat, bike and hike amid spectacular natural surroundings.

Designated as an All-American City, Oakland is the center of the East Bay trade area, and is rich in history, impressive growth and a promising future. It is a city of transportation, health care, government, sports, education, arts and culture. The 24,000-square-foot Oakland Asian Cultural Center is the largest and most modern facility of its kind in North America. The Oakland Museum of California (OMCA) is an interdisciplinary museum dedicated to the art, history, and natural science of California and is enjoyed by visitors and residents alike.

Oakland has seen a resurgence of restaurants to the area, and the Eat Real Festival, an annual celebration of good food with a focus on artisan food craft, street food, craft beers, local wines and delicious cocktails is a popular event in the community.

Some 80 different languages and dialects are spoken in the city, and a study conducted by the University of Wisconsin cited Oakland as being the most integrated city in the nation.

Recognized as a major transportation hub, Oakland is a city in which large corporate headquarters comfortably sit nearby traditional business and small shops.

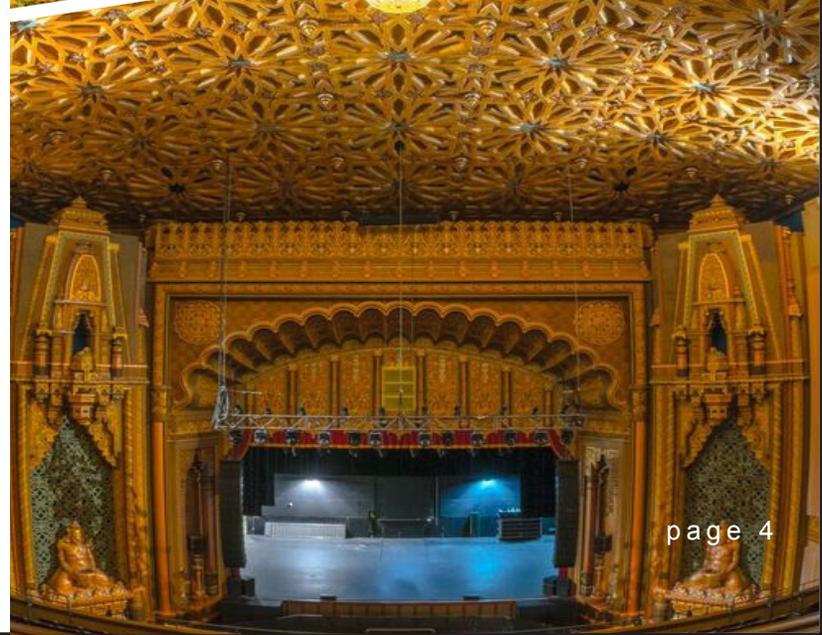
With San Francisco Bay and the Pacific Ocean sitting at Oakland's doorstep, there is something fun and exciting for everyone who visits or resides in this cosmopolitan city.



The Position

The Manager of Airport Properties manages and administers the aviation real estate programs of the Port of Oakland in accordance with the mission, goals, and objectives as articulated by the Director of Aviation and approved by the Board of Port Commissioners. Reporting to the Assistant Director of Aviation, the Manager of Airport Properties ensures compliance with Federal, State and local ordinances pertaining to real estate activities, recommends actions in all aviation real estate development and management, and enhances the airport's real estate assets through effective management and leasing opportunities. Typical duties may include, but are not limited to the following:

- Directs the formulation of the Airport's real estate programs and the policies and procedures to effect them; recommends to the Director of Aviation and the Board of Port Commissioners proposed ordinances and resolutions; prepares the Airport Properties agenda items for Board meetings.
- Determines the allocation of resources necessary to fulfill Department goals and objectives; oversees the conduct of organization studies, investigations and surveys to determine the effectiveness of real estate programs and/or to promote economy and efficiency in operations.
- Recommends annual and long-term plans, programs, and budgets to the Director of Aviation and Board; exercises control over the planning, formulation and maintenance of expenditure control for the Department's budget.
- Directs the development of marketing strategies to promote the Oakland International Airport's real estate assets; attracts tenants to airport facilities.
- Develops agreements on behalf of the Port; ensures that all franchise permits and privileges granted by the Port are observed; ensures all lease agreements are observed.
- Identifies acquisition opportunities, analyzes and evaluates potential acquisitions, sale and development opportunities and related real estate transactions.
- Controls the performance of the Department by reviewing actual versus planned performance; establishes Department goals and objectives with schedules and priorities for completion; develops policies, procedures and work standards for the Department.
- Maintains relationships with Airport tenants and ensures effective communication with Airline corporate offices.
- Represents the Port to a variety of constituencies, as well as elected and appointed officials and professional associations; maintains effective communications with Port constituents.
- Performs other management functions which may be delegated by the Director of Aviation.





Minimum Requirements for Application

Education: A bachelor's degree with major coursework in business, finance, real estate or closely related fields plus additional specialized courses or seminars in real estate areas.

Experience: Five years of demonstrated experience in work directly associated with development/asset management in commercial real estate.

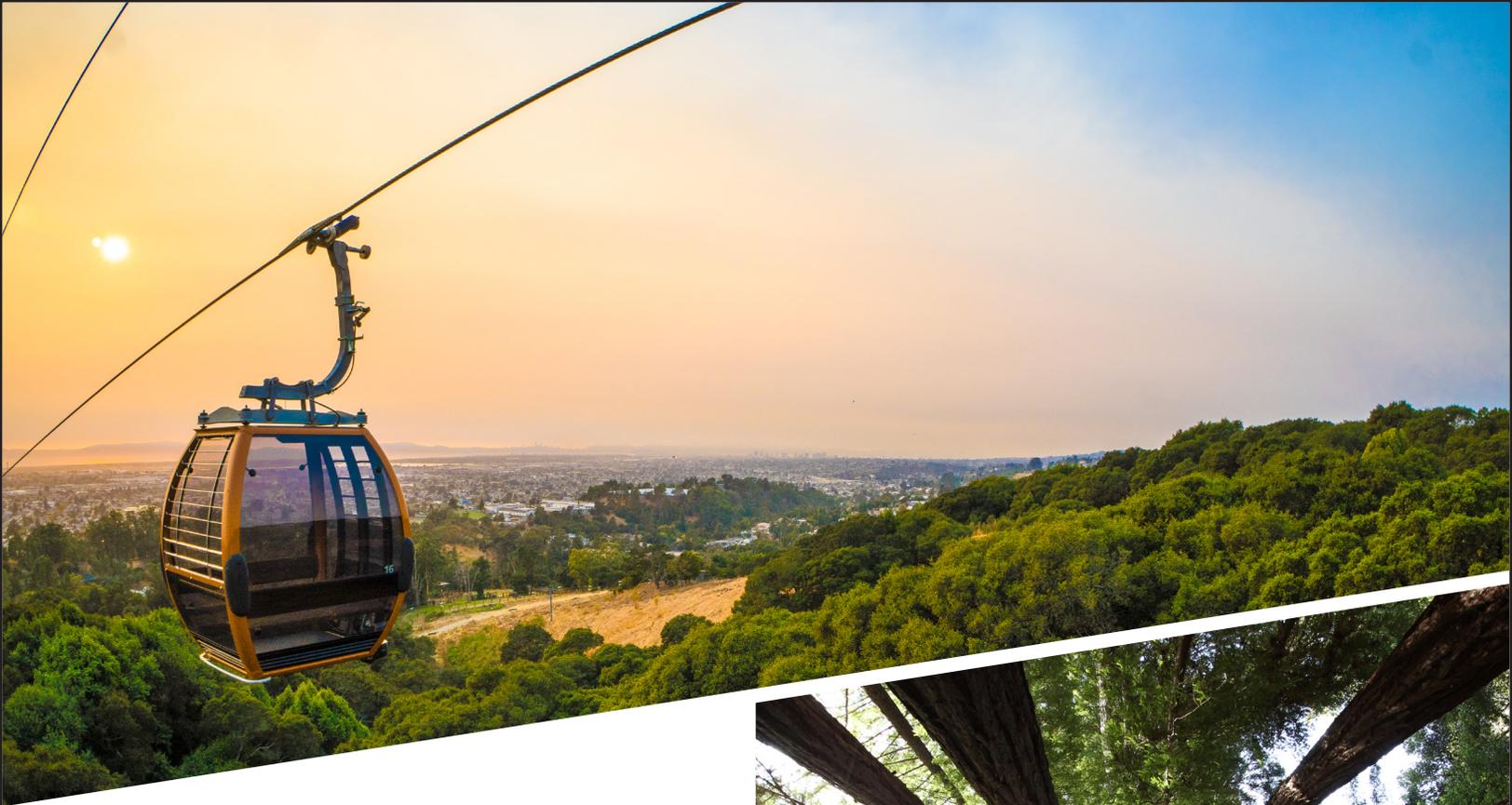
Licenses: Must possess a valid California Class C driver's license at the time of and for the duration of appointment.

Additional Requirements: This Airport specific classification requires each incumbent to complete and pass a Transportation Security Administration/Federal Aviation Administration (TSA/FAA) 10-year employment history verification, which will include fingerprinting and a Criminal History Records Check (CHRC) prior to being considered for this position. This status must be maintained for the duration of employment at the airport.

Qualifications

Knowledge of City Charter, Port Ordinance, Board of Port Commission By-Laws and Administrative Rules, and Port policies and procedures; Civil Service Rules, Memoranda of Understanding, and other policies and procedures governing employee affairs, methods of contract and lease negotiation; Airport property management principles including concession practices and airline requirements, and principles and practices of commercial real estate management, asset management and property management.

Ability to define management issues and analyze problems by collecting needed information, evaluating and prioritizing causal factors and effects, discarding irrelevant factors, producing solutions and taking action or recommending action to the Director of Aviation; negotiate with other parties from widely diverse backgrounds with diplomacy; meet goals and objectives through effective personnel assignments, supervision, performance evaluations, and resource allocation, and motivate subordinates and others through a presence of authority, responsibility and leadership.



The Selection Process

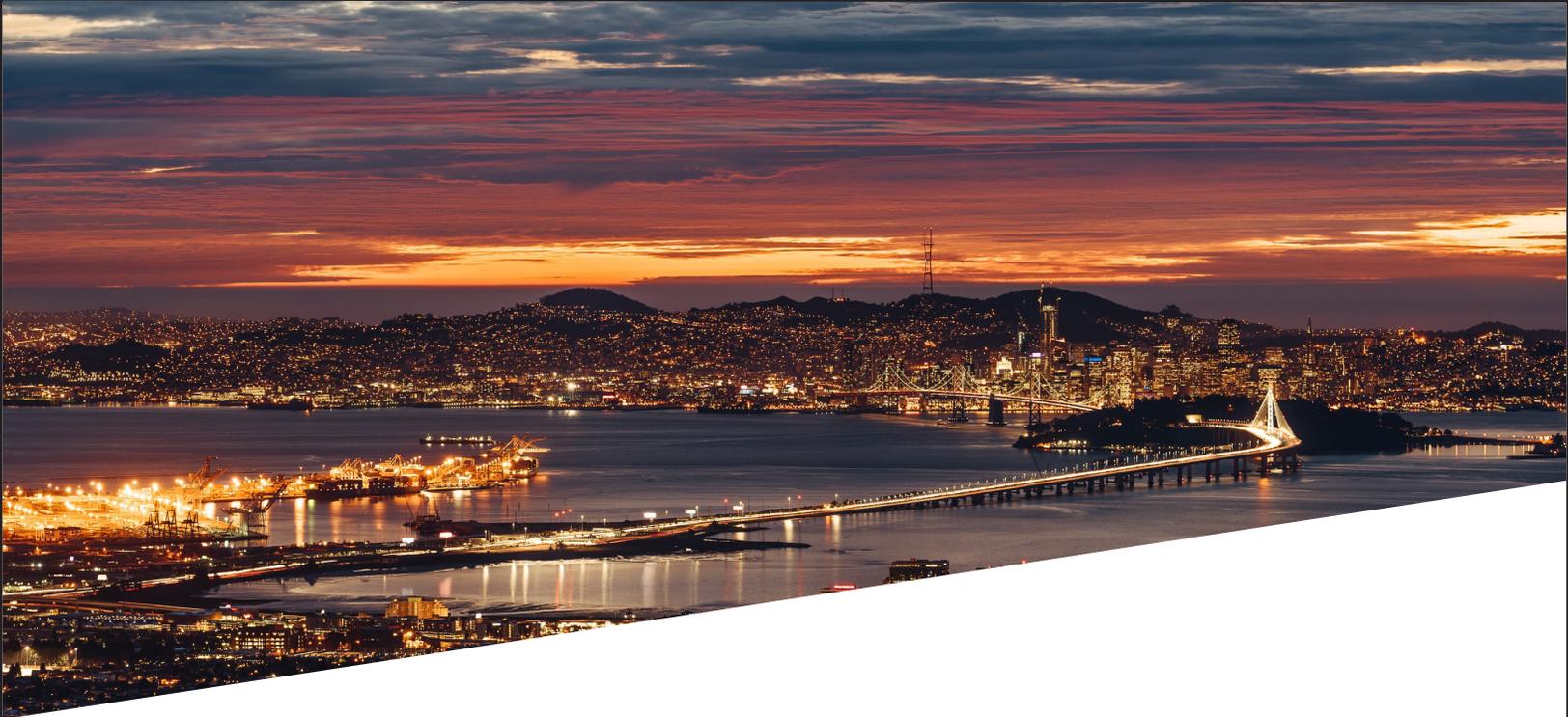
Stage I: Application and Supplemental Questionnaire Evaluation (Pass/Fail)

The first stage in the selection process will consist of an application and supplemental questionnaire, appraisal review (pass/fail). Applications submitted without a completed supplemental questionnaire will not be given further consideration. Meeting the minimum qualifications does not guarantee advancement to the next stage. Only the most suitably qualified candidates will be invited to Stage II.

Stage II: Assessment Examination (Weighted 100%)

The second stage of the selection process may consist of a combination of job-related situational project exercises and an oral panel interview designed to assess technical knowledge and any additional KSAs. Job-related situational project exercises may consist of written exercises, performance exercises or other situational exercises that would assess the KSAs. The Assessment Examination is designed to test the applicant's overall aptitude for the position.





Compensation and Benefits

The Port's compensation and benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for its employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association.

- The salary range for this position is \$15,779 - \$19,548 per month. Progression through the salary range is based on performance.
- The Port is part of the California Public Employees Retirement System ("CalPERS"). CalPERS is a defined pension provided to regular full-time employees that work for the Port. The CalPERS defined pension is based on predetermined formula that factors in an employee's earnings history, tenure of service and age. The retirement formula for new hires is 2% at 62 years of age or 2.5% at 55 with other CalPERS service and/or reciprocity.
- The Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).
- The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port pays 100% of the premium cost for Long Term Disability ("LTD") coverage and reimburses employees for the State Disability Insurance.
- The Port pays 100% of the premium cost for life insurance at one-time annual salary with certain limits.
- The Port offers a Deferred Compensation Plan allowing employees to save and invest money for retirement with tax benefits.

Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port.
- 1 paid Floating Holiday per year.
- 12 days of sick leave per year after three months of employment which includes 4 days of personal leave.
- 12 paid holidays as well as the second half of the shift on December 24 and December 31.

Advisories

Immigration and Reform Control Act: In compliance with the Immigration and Reform Act of 1986, the Port will only hire individuals who are legally authorized to work in the United States. Social Security card must be presented, and the name on it must match the name on the application.

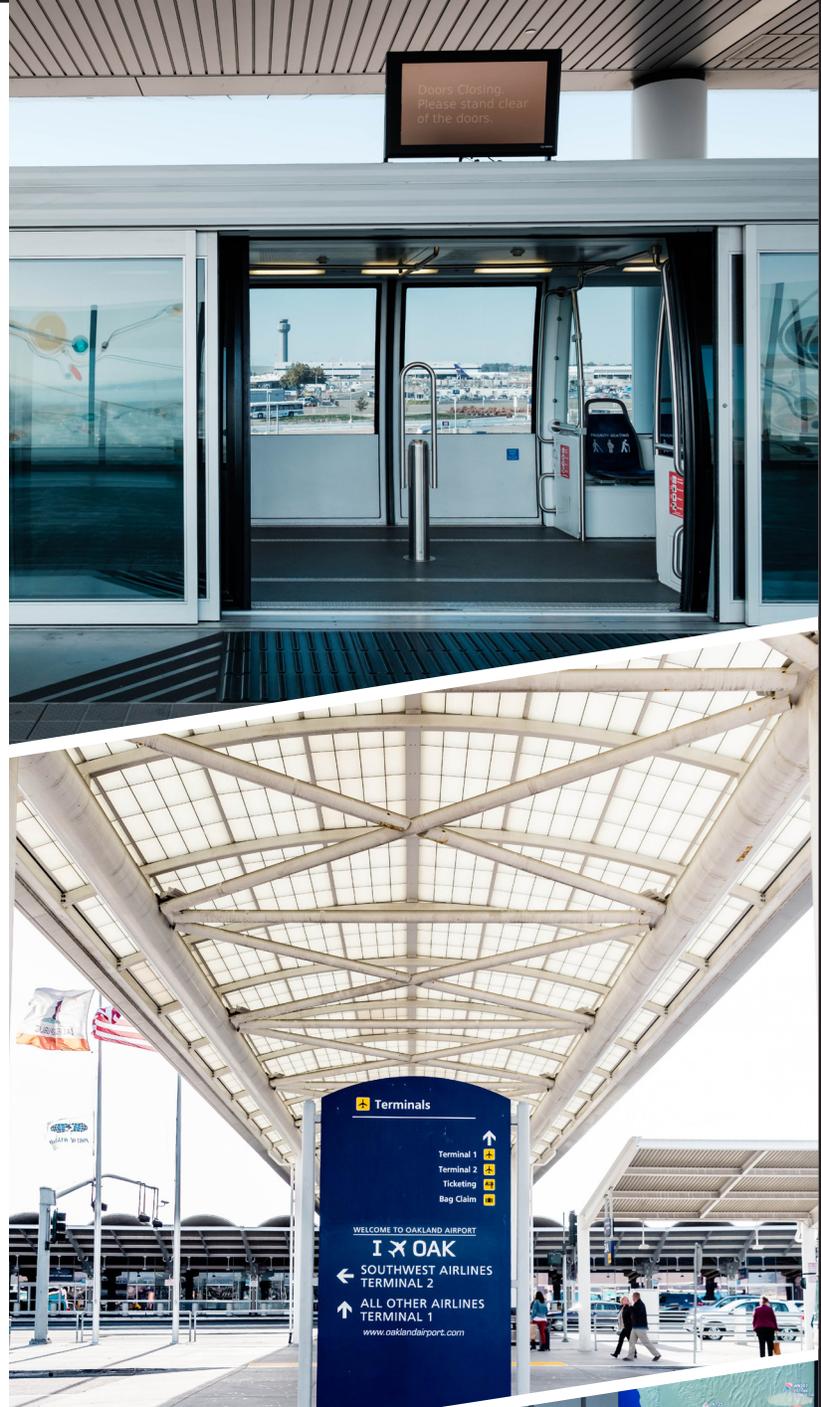
Americans with Disabilities (“ADA”): In compliance with State and Federal Laws, the Port will employ and promote qualified individuals without regard to disability. The Port is committed to making reasonable accommodations in the selection process and in the work environment. Individuals invited to advance in the examination process will be provided the opportunity to request a reasonable accommodation.

How to Apply

To apply online, [click here](#) or go to the Port of Oakland website at <http://www.portofoakland.com> and click on “Careers” and “Job Center.” All completed applications for this position must be submitted online no later than 5:00 pm, on the closing date of the recruitment. PAPER APPLICATIONS WILL NOT BE ACCEPTED. Please follow all submission instructions to ensure your application is complete. Resumes will not be accepted in lieu of online applications, therefore, it is important for online applications to be completed fully. Late applications will not be accepted beyond the closing time and date for any reason, including any technical issues, such as system, browser, or computer failures, etc.

Deadline for complete applications:
August 26, 2022 at 5:00 pm PT

Project Manager: **Kenneth Gwyn, A.A.E.**
kenneth@adkexecutivesearch.com






Supplemental Questionnaire

Final Filing Date: August 26, 2022 at 5:00 pm PT

The purpose of this Supplemental Questionnaire is to assess the applicant's qualifications, training, and experience in specific job relevant areas. The information you provide will be reviewed and used to determine if you move forward in the selection process. Incomplete responses (such as N/A or see application), false statements, omissions, or partial information may disqualify you from the selection process. Therefore, please answer all of the questions thoroughly and truthfully. The applicant's answers to these questions, along with the applicant's completed application, will be used to select the most qualified candidates to advance in the selection process.

1. Please describe the most complex airport related real estate transaction you have negotiated. What were the challenges? What was the outcome? What would you have done differently?
2. Please describe your experience identifying underutilized or underperforming real estate opportunities at an airport. How did you use this research to creatively or strategically generate revenue?
3. Please discuss your experience in preparing and presenting development proposals to senior management, policy making bodies or stakeholders?
4. Please provide a summary of your specific experience and exposure, if any, in the following areas:
 - concessions (food, retail, advertising);
 - air cargo development;
 - airport land development/redevelopment;
 - airport rental car;
 - general aviation improvements, including FBOs;
 - non-aeronautical revenue generation.



The supplemental questions will be answered as part of the official application in the NeoGov system.