



Career Service Authority
Aviation Land Administrator

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GENERAL STATEMENT OF CLASS DUTIES

Administers multi-use properties surrounding Denver International Airport. Negotiates, develops, implements and monitors contractual and use agreements for the airport.

DISTINGUISHING CHARACTERISTICS

This class is unique to Denver International Airport and is not related to any other classification or series of classifications.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Performs leadwork over professional and paraprofessional employees.

ESSENTIAL DUTIES

Manages operations of airport farms following federal and state agricultural requirements and which include monitoring farm operations, computing city share of production, and making decisions on production disposition.

Manages residential and commercial properties including monitoring lease agreements, maintenance and repairs, screening potential tenants, and utilizing eviction process when needed.

Obtains land surveys of airport areas, maximizes land use without interrupting airport operations, and maintains inventory of facility structures.

Analyzes and interprets financial data and compiles statistical reports on current financial developments, financial policies and plans, and significant organization developments.

Conducts research and complex market studies involving financial analysis, strategic planning and economic projections. Prepares estimates and forecasts of revenue and expenses.

Drafts proposed plans for land management which include analysis of products and distribution, leases, investments.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for managed functions within the parameters of policy and procedure.

Assists in coordinating and checking the work of other employees for assigned projects.

Some positions relocate people and businesses displaced by airport construction and land acquisition according to guidelines established by the U.S. Uniform Relocation and Acquisition Act.

Some positions oversee the management and operation of contract managed city-owned oil wells and mining projects, and analyze production and economic viability of each well and mine.

Performs other related duties as assigned or requested.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Knowledge of analysis and research techniques sufficient to be able to gather information, secure and analyze desired information, and formulate logical recommendations.

Knowledge of econometrics, statistics, and forecasting methodologies sufficient to be able to perform economic forecasting duties as assigned.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities assign and review work and resolve problems.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public and private entities, policy making bodies and the public.

Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.

Skill in monitoring contracts for conformance with stated requirements.

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in land and property management including lease agreements and maintenance.

Skill in preparing professional written documentation, utilizing correct grammatical form and clearly expressing ideas.

Skill in developing and implementing policies and procedures relative to the work assignment.

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

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

Walking: moving about on foot.

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 hand(s)

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.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 25 - 50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

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.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort

Extreme Heat: temperature hot enough to cause marked bodily discomfort.

Temperature Changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction or possible hearing loss.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Exposure to hazardous chemicals.

Exposed to hazards from electrical/mechanical/power equipment
Subject to hazards of flammable, explosive gases
Subject to injury from moving parts of equipment
Subject to many interruptions
Pressure due to multiple calls and inquiries

Education Requirement:

Bachelor's degree in Business Administration, Public Administration, Accounting, Law or a related field.

Experience Requirement:

Three years of professional experience coordinating large projects including financial analysis, economic planning and property acquisition and management.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class R Driver's License at the time of application.

CLASS DETAIL

<i>FLSA CODE:</i>	Exempt
<i>ESTABLISHED DATE:</i>	9/16/95
<i>ESTABLISHED BY:</i>	Janelle Flaig
<i>REVISED DATE:</i>	12/20/09
<i>REVISED BY:</i>	Steve Adkison
<i>CLASS HISTORY</i>	12/20/09: Class was updated into the present format