

**ROANOKE REGIONAL AIRPORT COMMISSION**  
**Job Description**

<b>Job Title:</b> Business Manager	<b>Updated:</b> August 14, 2018
<b>Department:</b> Finance	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Director of Finance and Administration	

**JOB SUMMARY:**

Under the general supervision of the Director of Finance and Administration (DF&A), performs professional and administrative work involving the development of airport administrative efforts. The position serves as the Disadvantaged Business Enterprise/Airport Concession Disadvantaged Business Enterprise (DBE/ACDBE) Liaison Officer, (Multiple) Regulatory Compliance, and the Risk Management Officer. Assists in preparation of special projects and undertakes such other duties and tasks as delegated by the Director of Finance and Administration and other Executive staff. This position supervises the Contracts Administrator and Properties Manager.

**ESSENTIAL JOB FUNCTIONS:**

**CONTRACT ADMINISTRATION:**

Performs a variety of contract-related duties to establish and maintain the Commission's contracts in compliance with Commission policy, and to ensure that suppliers and contractors comply with the contractual terms.

1. Prepares and processes contract documents, contract amendments, and change orders on a timely basis; Obtains required approval signatures for execution;
2. Monitors contract requirements and ensures compliance with insurance certificates, performance and payment guarantees, bonds, wage rates, and other documents;
3. Monitors contract requirements for expiration dates and ensures appropriate notices are sent to users to allow lead-time for solicitation of replacement contracts for ongoing services;
4. Maintains contract files, ensuring documents are timely filed and readily accessible;
5. Establishes suspense dates for contract renewal dates, and insurance and bond expirations;
6. Advises consultants and management of potential contractual problems;
7. Reviews subcontracts for acceptability and recommends changes required to comply with prime contract provisions;
8. Approves contract closeouts, ensures delivery of final completion notices and reconciliation of final funds disposition.

**PURCHASING:**

**Administers and participates in programs established to purchase goods and services.**

1. Stays current with purchasing principles, theories, methods, and processes, and stays proficient in their practical application;
2. Consults with users to clarify need and intended use of requested goods and services;
3. Performs market research to assure understanding of goods and services to be purchased and assists in writing scopes of work or services;
4. Locates vendors and obtains quotes, bids, and proposals; negotiates prices, terms, discounts, services, and delivery with suppliers as appropriate;
5. Evaluates requisitions for accuracy, adequate funding, and approvals; ensures purchase procedures are followed, obtains necessary clarifications and approvals and processes documents for purchase when required;
6. Advises and assists users of the purchasing system to obtain goods and services, resolves delivery problems, and resolves payment problems by coordinating with Finance;
7. Processes purchase orders using an automated accounting system integrated with inventory control and accounts payable;
8. Monitors procurement legislation impacting the Commission including, but not limited to, changes in the Virginia Procurement Code and FAA terms and regulations affecting grant funded projects.

### **BID PROCESS:**

#### **Administers and directs the Commission's bidding process.**

1. Prepares Invitation for Bid and request for proposal packages and solicits goods and services to obtain the best value and quality;
2. Oversees distribution of bid and proposal documents; writes and issues addenda;
3. Conducts pre-bid meetings, bid openings, proposal acceptance, and other meetings with vendors as needed;
4. Evaluates quotes, bids, and proposals; determines the selected vendor and recommends award to management; prepares award documents;
5. Reviews and coordinates the refinement of purchase descriptions and technical specifications;
6. Coordinates the sale of surplus property.

### **PROPERTIES:**

This position is the contact between airport administration and the tenants, i.e.: airlines, car rentals, concessions, ground transportation tenants, TSA, FAA, and general aviation tenants. On occasion, interacts with the passengers and/or customers regarding complaints about a tenant.

1. Assists with preparation of tenant leases both landside and airside;
2. Prepares Commission reports for new and renewal leases;
3. Manages tenant leases both landside and airside;
4. Performs inspections of leased premises annually or as needed;
5. Prepares rental increases for tenants as needed;
6. Manages Tenant Improvement Projects;
7. Interacts with Commission's Consulting Engineer regarding review of Tenant Improvement Projects Plans and Specifications;

8. Arranges for Real Estate Appraisals and Review Appraisals when needed; comment on and review appraisals received for accuracy and acceptance;
9. Conducts surveys of various airports for various projects; This is a market study that revolves around the airport community similar in size to ROA in most instances;
10. Completes surveys for various airport organizations such as ACI, ARN which provides information on a national/international basis to the Airport Community;
11. Maintains Insurance Certificates so they are current;
12. Maintains Performance Guarantees so they are current;
13. Maintains Property Files which includes Deeds and Easements; Updates Ex. A when necessary;
14. Prepares Easement Documents as needed and has them approved by Commission;
15. Provides information on Tenant and Commission responsibilities when needed to airport staff;
16. Prepares and processes Tie-applications; manages these agreements;
17. Increases Tenant rents; notifies Finance of rent changes, air service changes, and new tenants for billing purposes;
18. Assists the City of Roanoke with leasehold real estate assessments once a year;
19. Interacts with the City of Roanoke Planning Department on Tenant Improvement Projects;
20. Enforces lease requirements when the tenant has failed to comply;
21. Handles customer and tenant complaints when they arise and makes sure the problem is handled in a satisfactory manner;
22. Assists in Preparation of RFPs for Concessions;
23. Facilitates the removal of abandoned cars left in Public parking lot when notified by Parking Manager;
24. Assists Executive Director in purchase of properties;
25. Performs other duties as may be assigned.

**DBE/ACDBE LIAISON OFFICER:**

1. Chairs the DBE Advisory Committee.
2. Advises the DF&A \ governing body on DBE matters and achievement.
3. Works with all departments to set overall annual goals.
4. Participates in pre-bid meetings.
5. Plans and participates in DBE training seminars.
6. Gathers and reports statistical data and other information as required by DOT.
7. Reviews third party contracts and purchase requisitions for compliance with this program.
8. Maintains Roanoke Regional Airport Commission's updated directory on certified DBEs.
9. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
10. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress).

11. Analyzes the Commission's progress toward attainment and identifies ways to improve progress.
12. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
13. Certifies DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in Virginia
14. Provides outreach to DBEs and community organizations to advise them of opportunities.
15. Implements monitoring and enforcement mechanisms.

### **RISK MANAGEMENT:**

1. Serves as the Commission's risk control officer; manages property and casualty insurance programs through the selection of broker services, insurance placement, and claims processing; Identifies risk which may not be covered and recommends changes in coverage and limits; Prepares data for insurance renewal and meets regularly with broker; Serves on the Safety Committee and monitors and minimizes higher risk issues;
2. As assigned, represents the Commission at meetings involving the Board, the community, professional organizations, aviation committees and associates, tenants, and citizens;
3. Develops, prepares and conducts effective public presentations and prepares reports for Board meetings;
4. Assists in preparation of operating and capital budgets; Researches data and makes recommendations on airport fees and business practices.

### **REGULATORY COMPLIANCE:**

1. Ensures the Commission's written documents and electronic records are organized, preserved, and protected in accordance with state law and the organization's needs;
2. Develops and helps to implement/enforce written airport rules and regulations governing businesses operating from and users of the airport;
3. Upgrade Record Retention Program to develop an efficient system for file storage, retrieval, and destruction to minimize legal exposure and liability as well as to lower storage costs.
4. Serves as ADA Coordinator for the Commission, ensuring compliance with the Americans with Disabilities Act, liaison with the FAA Office of Civil Rights, and promoting communications and training on ADA matters.
5. Completes all aspects of the Affirmative Action Plan including development through the final annual product, posting and training;
6. Demonstrated ability to draft "compliance quality" manuals, policies, procedures, reports, letters, and memorandums requiring little if any editing;

### **GRANT OVERSIGHT:**

**Performs various administrative tasks related to the Commission's grants.**

1. Ensures all federally required contract provisions are present in contracts receiving grant funds or Passenger Facility Charge (PFC) reimbursements;

2. Maintains grant files, ensuring documents are timely filed and readily accessible;
3. Provides assistance to Directors for preparation and filing of grant applications;
4. Performs grant analysis as needed to determine availability of federal and state funding;
5. Locates and prepares documents requested by auditors for federal grant programs;
6. Completes contract status of completion forms from federal and state agencies and bonding companies.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Considerable knowledge of business procedures and practices;
2. Demonstrated knowledge of insurance, including risk management procedures and practices;
3. Demonstrated knowledge of records retention and management practices;
4. Demonstrated knowledge of requests for proposals, and invitation to bid process
5. Highly skilled and experienced in using Microsoft Office applications including Excel, Word, and Power Point;
6. Demonstrated level of organizational and interpersonal skills and the ability to prioritize, plan, schedule, and oversee multiple projects and tasks occurring simultaneously with accuracy to meet deadlines;
7. Demonstrated ability to think strategically, in addition the ability to make appropriate decisions based on sound judgment;
8. Demonstrated ability to anticipate, analyze, plan, develop, and implement actions consistent with organizational, customer, and community needs;
9. Ability to communicate clearly and effectively, both orally and in writing, and possess the ability to analyze and present data, facts, and recommendations or reports effectively;
10. Ability to establish and maintain effective working relationships and communications with the Executive Team, officials, department directors, regulatory agencies, employees, service providers, and the general public;
11. Ability to read, speak, and write fluent English;
12. Ability to work under stress of frequent interruptions and/or distractions;
13. Performs job using calm and methodical reasoning.
14. Knowledge of lease negotiations;
15. Knowledge of facilities management;
16. Knowledge of real estate appraisals;
17. Knowledge of building construction, systems and codes;
18. Knowledge of concessions and ACDBE regulations, and
19. Knowledge of airline operations and associations.

### **TRAINING EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business Administration, Public Administration, or Business Management Required;
- Minimum of 3 years of progressively responsible experience in administering contracts and enforcing contract provisions Required;
- Procurement experience in the public sector Preferred;

- Experience in: “Invitation to Bid”, “Request for Proposals” (RFP), real estate appraisal; construction terms, plans and specifications; aviation-related rules and regulations, environmental assessments Preferred, and
- Experience in airport management Preferred.

**SPECIAL REQUIREMENTS:**

- Must meet and maintain TSA and Commission security requirements for unescorted access to the Airport’s Secured Area and all other airport operations areas;
- Must possess or promptly obtain and produce proof of a valid Virginia driver’s license within 60 days of hire;
- Must have and maintain a driving record acceptable to the Roanoke Regional Airport Commission and its insurance carrier(s).

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

See attached Physical, Sensory, and Environmental requirements.

**COMPENSATION:**

Pay Grade 9 \$63,464 to \$91,231      Effective July 3, 2018

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**Note:** This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.

**Summary Of  
Physical, Sensory and Environmental Requirements  
Needed To Perform Essential Job Duties**

**Job Title: Business Manager**

**A. PHYSICAL REQUIREMENTS**

**1. Lifting:**

Up to 25 lbs.

**2. Carrying:**

Up to 25 lbs.

**3. Pushing/Pulling:**

Up to 25 lbs.

**4. Use of Equipment:**

PC, printer, copier, fax, telephone, standard office equipment/supplies. Possible use of vehicle.

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing		X			
7. Walking		X			
8. Bending			X		
9. Stooping			X		
10. Crawling				X	
11. Climbing				X	
12. Reaching Above Head			X		
13. Grasping a. One hand. b. Both hands.		X			
14. Fine Manipulating: a. One hand. b. Both hands.		X			

## B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposure to marked changes in temperature.			X		
2. Outside Work			X		
3. Exposure to dust, fumes, odors, water, etc.			X		
4. Exposure to biological, mechanical, electrical and/or chemical hazards.				X	
5. Normal (inside) environment.	X				
6. Noise		X			

## C. SENSORY REQUIREMENTS

	X	Necessary	X	Not Necessary	Explanation
<b>1. Eyesight</b> a. Normal/Corrected b. Close eye work. c. Other	X X	Necessary Necessary Necessary	X	Not Necessary Not Necessary Not Necessary	Color vision
<b>2. Hearing</b> a. Normal tones. b. Soft tones. c. Other	X X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	
<b>3. Distinguish Smells</b>		Necessary	X	Not Necessary	
<b>4. Distinguish Temperatures by:</b> a. Touch b. Proximity		Necessary Necessary	X X	Not Necessary Not Necessary	

**D. Other Comments:** \_\_\_\_\_  
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