

As a General Business Specialist, you will work with contracts and leases for various tenant services at Washington Dulles International Airport.

### **JOB DESCRIPTION**

- General Business Specialist
- Works under the general supervision of the Landside Contract Management Manager.
- Serves in the Contract Management Division in the Airport Administration Department of Washington Dulles International Airport.

Performs a full range of General Business Specialist functions as they relate to concession contracts and tenant leases involving a variety of business operations including public parking, rental car, taxicab, and other ground transportation operations, and the lease of Airport land for other aviation related development. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Drafts solicitation documents such as Requests for Proposals (RFPs), Invitations for Bid (IFBs), and Requests for Qualifications (RFQs) that provide appropriate background materials, space drawings and the like.
- Participates in the competitive solicitation process for concessions to include serving on or chairing Airports Authority selection panels, conducting oral interviews with proponents, recommending successful proponents for contract award and resolving unsuccessful bidders' protests. Drafts issue papers and briefs Airports Authority senior management and Board of Directors' committees as appropriate.
- Serves as Contracting Officer's Technical Representative (COTR) for landside concession contracts to include contract and/or lease agreement terms and conditions negotiation.
- Addresses any contract compliance issues and problems with the tenants, supervisors and senior Airports Authority managers, as necessary, which may include associated correspondence and/or follow-up action as appropriate.
- Serves as primary liaison for all landside concession and tenant operations, contract conflicts, and complaints, reviewing and investigating as appropriate, and following up with corrective-action directives.
- Provides input to planners and engineers in Airport structure and facility design review to ensure compatibility with tenants.
- Monitors and administers use of terminal landside curb facilities for commercial vehicles providing ground transportation services to the public to include recommending allocation of curb capacity to various users.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible experience in all aspects of managing contracts to include:

- drafting solicitations for contracts;
- analyzing concession/lease revenue and expenses;
- preparing and analyzing financial forecasts;
- participating in negotiation of contract/lease agreement terms and conditions; and
- administering concession and lease contracts to ensure their compliance.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

1. Knowledge of contracting and leasing and the ability to carry out full range of solicitation, contract and lease document development and contract administration activities.
  2. Extensive knowledge of format and content of contracts and leases.
  3. Knowledge of financial forecasting and ability to perform detailed analyses of data and information to track, analyze and forecast performance of assigned contracts.
- Ability to assess and recommend the user friendliness of facility layout and design.
  - Ability to interpret site and design plans to ensure contract/lease compatibility.
  - Ability to use computer hardware and modern office suite software.
  - Skill in written and oral communication.

### **PREFERRED QUALIFICATIONS**

- Experience in airport industry concession contracting.
- Experience in parking and/or ground transportation contracting.

### **EDUCATION**

- A bachelor's degree in any field, or an equivalent combination of education and experience that totals four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of these five years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A valid state driver's license.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.