

As a General Business Specialist, you will work with contracts and leases for various concessions and tenant services at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

### **JOB DESCRIPTION**

- General Business Specialist
- Works under the general supervision of the Airport Landside Contracts Management Manager, Airside Contracts Management Manager, Concessions Leasing Development Manager, or the Vice President for Marketing and Consumer Strategy.
- Serves in the Contract Management Division in the Airport Administration Department at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD); or in the Office of Marketing and Consumer Strategy located in the Headquarters Office.

Performs general business functions related to concession contracts and tenant leases involving a variety of business operations, including airline facilities, food and beverage, retail, baggage carts, foreign currency and banking, public parking, rental car, taxicab, and other ground transportation, and the lease of Airport land for other development. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Drafts solicitation documents, such as Requests for Proposals (RFPs), Invitations for Bid (IFBs), and Requests for Qualifications (RFQs).
- Participates in the competitive solicitation process for concessions.
- Negotiates or participates in the negotiation of terms and conditions for contracts and lease agreements with prospective concessionaires and tenants.
- Administers concession and lease contracts.
- Monitors contract and lease compliance and addresses any contract compliance issues and problems with the tenants, Supervisors and senior Airports Authority managers, as necessary, which may include associated correspondence or follow-up action, as appropriate.
- Serves as primary liaison for all concession and tenant operations, contract conflicts, and complaints. Reviews and investigates issues, as appropriate, and follows up with corrective-action directives.
- Conducts research and identifies new trends and applicable concession industry standards and business practices.
- Participates with planners and engineers in the planning and review of airport facility development and designs.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible experience in all aspects of managing contracts and leases.

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

1. Knowledge of and ability to apply general business principles and practices in managing contracts.
2. Knowledge of and skill in preparation of contract and lease agreements.
3. Knowledge of and ability to prepare financial forecasts and analyze financial trends.
4. Ability to review site and design plans to ensure operational effectiveness and customer service impacts.
  - Ability to make detailed analyses of data and information.
  - Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.
  - Ability to speak and write effectively.

### **PREFERRED QUALIFICATIONS**

- Experience in airport industry concession contracting.
- Experience in airport property leasing.
- 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 the five years of experience. For example, a master's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- May operate vehicle landside and airside (requires AOA permit).
- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- May be subject to adverse weather conditions.
- Wears hard hat and other personal safety gear, as necessary.
- May be subject to potential hazards common to the airport environment and construction industry. Wears personal protective gear, as necessary.