



# San Francisco International Airport

is accepting applications  
for the position of

## Aviation and Parking Management Director



# San Francisco International Airport

San Francisco International Airport (SFO) is a world-class, award-winning airport that served more than 57 million guests in fiscal year 17/18. SFO offers non-stop flights to 50 international cities on 44 international carriers. The Bay Area's largest airport also connects non-stop with 85 U.S. cities on 12 domestic airlines. The Airport, an enterprise department of the City & County of San Francisco, accounted for \$8.4 billion in business activity and supported nearly 43,000 direct jobs.

SFO's mission is to provide an exceptional airport in service to our communities and is committed to redefining air travel. SFO is renovating Terminal 1: The Harvey B. Milk Terminal, the largest capital project in the Airport's \$7.3 billion Ascent Program. For more information, visit [www.flysfo.com](http://www.flysfo.com). View a YouTube video about [careers at SFO](#).

SFO is governed by the Airport Commission, a five-person body appointed to four-year renewable terms by the Mayor of San Francisco. The Commission appoints the Airport Director. SFO operates under the rules, regulations, and authority of the Federal Aviation Administration (FAA), a branch of the Federal Department of Transportation. The Airport maintains full compliance with these regulations as well as those of the Transportation Security Administration (TSA). The Airport, as part of San Francisco City and County government, is subject to all relevant provisions of the Charter of the City and County of San Francisco and other related codes and ordinances.

Originally part of the San Francisco Public Utilities Commission, the Airport Commission was established by City Charter in 1970. In accordance with the Charter, the Airport Commission is primarily a policy-making body, establishing the policies by which the Airport operates. The Commission is prohibited by Charter from involving itself in the day-to-day operation of the Airport. This executive level oversight is vested in the Airport Director, Ivar Satero.

[www.flysfo.com](http://www.flysfo.com)

# The Position

The Aviation and Parking Management Director position is an outstanding career opportunity. Under direction of the Chief Business and Finance Officer, the Aviation & Parking Management Director is responsible for the management and oversight of a property portfolio consisting of approximately 150 tenants, including airlines, aviation support companies, and government agencies. This position will be challenged to manage a staff of approximately 19 in a manner that fosters teamwork and reflects SFO's Core Values; to participate in negotiations for a new lease and use agreement between the Airport and the airlines; and to develop planning strategies to address various space allocation needs during the Airport's Ascent Program and Airport Development Plan implementation. The ideal candidate is a collaborative leader and strategic thinker experienced in creative and innovative solutions. Other key responsibilities of this position include:

- Lease negotiations, landlord relations, and property management;
- Managing and overseeing the program development of tenant spaces into facility design and leasing support; managing the allocation and use of space;
- Providing leadership and direction to aviation and land use business development opportunities for the Airport;
- Negotiating, in conjunction with the Department of Real Estate, for the acquisition of property off-Airport;
- Developing right-of-way agreements and permits at Airport properties and facilities;
- Planning and implementing aviation programs;
- Routinely advising and making policy recommendations on business terms, development opportunities, and strategic planning in support of Airport operations related to airlines, aviation support, and revenue generation;
- Overseeing all public parking and employee parking operations; and,
- Performing other duties as assigned by the Chief Business and Finance Officer.



**Working Conditions:** May be required to deal with emergencies or other work-related needs outside of regular schedule, including weekends and holidays.

## The Ideal Candidate

The Aviation and Parking Management Director will be a strong negotiator with the ability to apply business negotiation techniques to airline-airport lease and use agreement and other negotiations. Specific knowledge of airport management and aviation would be beneficial although the emphasis of this position will be on a track record of success in dealing with airline operations management or airline property management.

The ideal candidate will understand the principles of space planning and development and have the ability to develop and utilize long-range planning techniques. Top candidates will have an understanding of airport revenue generation concepts and practices as well as an understanding of airport and commercial aviation property management principles. Top candidates will also have experience in aircraft gate scheduling and coordination or management of ancillary aircraft services required to turn a flight.

In addition, the ideal candidate will be a collaborative leader with the ability to manage staff in a manner that fosters teamwork and reflects SFO's Core Values. This individual will approach this position with an energetic and enthusiastic style that welcomes input and encourages teamwork and diversity.

Additionally, top candidates for consideration will have:

- Strong interpersonal and communication skills combined with a collaborative style;
- High ethics and integrity; able to demonstrate professionalism in all aspects of business and financial dealings of major significance;
- Ability to work with a variety of audiences and stakeholders;
- The confidence to seek input from others; and
- Ability to engage in a collaborative, team-spirited work environment contributing to SFO's overall success.

In summary, the Aviation and Parking Management Director will be a skilled professional who is able to manage airport and commercial aviation property management operations, oversee staff, and offer significant contributions in this fast-paced and multi-faceted environment.

## Qualifications

Possession of a Bachelor's degree from an accredited college or university in an Aviation-related field or Business Administration or business, economic, or financial related field; AND

Six (6) years of experience in airline operations management or airline property management, in a supervisory capacity, which includes:

**SAFETY AND SECURITY IS OUR FIRST PRIORITY**

**WE ARE ONE TEAM**

**WE TREAT EVERYONE WITH RESPECT**

**WE COMMUNICATE FULLY AND HELP ONE ANOTHER**

**WE STRIVE TO BE THE BEST**

**WE ARE INNOVATIVE**

**WE ARE OPEN TO NEW IDEAS**

**WE ARE COMMITTED TO SFO BEING A GREAT PLACE TO WORK FOR ALL EMPLOYEES**

**WE ARE EACH RESPONSIBLE FOR THE AIRPORT'S SUCCESS**

**WE TAKE PRIDE IN SFO AND IN OUR ACCOMPLISHMENTS**

Four (4) years of experience in negotiating and managing aviation related contracts.

**Substitution:** Possession of a Master's degree from an accredited college or university in Business Administration may be substituted for up to one year of the required experience.

## Compensation

The annual salary range for the Aviation and Parking Management Director is \$149,916 to \$191,308. Appointments above the maximum of the normal range may be considered based on documented and substantiated recruitment and retention issues or exceptional skills. A special approval process is necessary for appointment above the normal salary range.

Other outstanding benefits offered with this position include:

- Medical, Dental and Life Insurance; Long-term Disability Plan;
- Defined Retirement Plan; Deferred Compensation; and Social Security;
- Paid Management Training Program; Wellness Program; and
- Vacation/Holiday/Sick Time; and Administrative Leave.

For additional benefits information, please see the comprehensive list at [www.ralphandersen.com](http://www.ralphandersen.com).



## To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. ***This position will be considered “open” until a final selection is made.*** Candidates are encouraged to apply by ***Thursday, February 28, 2019*** for optimal consideration. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials. ***Electronic submittals are strongly preferred*** and should include the following:

- Compelling cover letter;
- Comprehensive resume; and,
- Five professional references.

Interested candidates should submit materials electronically by emailing: [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Interested candidates may also apply via U.S. Mail to: Ralph Andersen & Associates, 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Candidates meeting the desired criteria will be forwarded to SFO for further evaluation and continuation in the final screening process. Questions regarding this position should be directed to Ms. Heather Renschler at (916) 630-4900.

This position is based on Position Based Tests administered by the City and County of San Francisco in accordance with Civil Service Rule 111A. Further information about the rules associated with this permanent appointment can be found at [www.sfgov.org](http://www.sfgov.org) under the job announcement of 0941 Manager VI – Aviation and Parking Management Director. All qualified applicants that apply to Ralph Andersen & Associates will be required to complete the necessary documentation including a completed formal application. Final status of candidates will be at the discretion of SFO Leadership based on the selection procedures established by the City and County of San Francisco.

## The Final Selection Process

The SFO Leadership will make the final selection for the Aviation and Parking Management Director position based on the established procedures that are governed by the personnel rules of the City and County of San Francisco. Key aspects of this selection process include:

### **Management Test Battery (MTB): (Weight: 40%)**

Candidates will be invited to participate in a computer-based examination designed to measure competencies in job-related areas that may include but are not be limited to: Problem Solving; Leadership; Decision Making; Interpersonal Skill; Human Resources Management; Team Building; Communication; and Conflict Management and Process Improvement. For more information about this Management Test (and a suggested reading list) please visit: [www.sfdhr.org/index.aspx?page=343](http://www.sfdhr.org/index.aspx?page=343).



### **Training and Experience Evaluation: (Weight: 60%)**

Candidates will be prompted to complete a Supplemental Questionnaire that must be submitted during the online application process. The Supplemental Questionnaire is designed to measure the knowledge, skills, and abilities required for the position 0941 Manager VI – Aviation and Parking Management Director. All relevant experience, education, and/or training must be on the application in order to be reviewed in the rating process.

Candidates will be placed on the eligible list in rank order according to their final score. Candidate scores on this examination may also be applied to other announcements involving other job titles, when directed by the Human Resources Director.

**Certification Rule:** The certification rule for the eligible list resulting from this examination will be Rule of the List. The hiring department may conduct additional selection processes to make final hiring decisions. The Leadership at SFO may conduct additional selection processes to make the final hiring decision for the Aviation and Parking Management Director.

**Eligible List/Score Report:** A confidential eligible list of applicant names that have passed the civil service examination process will be created and used for certification purposes only. An examination score report will be established, so applicants can view the ranks, final scores and number of eligible candidates. Applicant information, including names of applicants on the eligible list, shall not be made public unless required by law; however, an eligible list shall be made available for public inspection, upon request, once the eligible list is exhausted or expired and referrals resolved. The eligible list/score report resulting from this civil service examination process is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission.

**Transportation Security Administration (TSA) Security Clearance:** Candidates selected for employment with the San Francisco Airport Commission are required to obtain TSA clearance.

*The City and County of San Francisco is committed to equal employment opportunity.*