

JOB POSTING



DEPARTMENT OF PORT CONTROL

Position:	Real Estate & Development Officer	Union:	
Department:	Port Control	Work Location:	Cleveland Hopkins International Airport
Salary Range:	\$45,000.00 - \$55,000.00	Week/Shift:	
Civil Service Classification: <i>Project Coordinator</i>		FLSA Designation:	

Duties of the Position:

Under administrative direction, is responsible for planning and administering a specific project or program for a City Department. Serves as the administrative supervisor on projects or programs. Must be able to plan, assign and review activities of subordinate personnel as applicable. Monitor procedures utilized in program evaluation. Develops and secures commitments from other City departments and agencies to provide services to program participants. Provides technical assistance or review program policies and procedures. Maintains current information and oversees the preparation of project status reports. Prepares financial, narrative reports and program applications. Communicates project/program status and information to municipal officials and/or public and private entities.

Minimum Requirements:

A High School Diploma or GED is required. A Bachelor's Degree from an accredited four-year college or university in Business or Public Administration, Social Sciences, or closely related field preferred. Two (2) years of full-time, paid, progressively responsible experience in program administration is required. Must be able to lift and carry thirty (30) pounds. A valid State of Ohio Driver's License is required.

Airport Requirements

- Must successfully complete a Transportation Security Administration (TSA) 10 year fingerprint-based Criminal History Records Check and employment background check and Security Threat Assessment.
- Must be able to pass a pre-employment physical and drug test.

Essential Functions & KSA's:

This entry-level position will be responsible for assisting the Sr. Manager of Real Estate and Development with the following:

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- The identification, planning and implementation of development projects at Cleveland Hopkins International Airport, Burke Lakefront Airport and applicable North Coast Harbor properties;
- The collection, analysis and reporting of development trends and issues;
- Maintains project management and project data files, including current pro forma financials, pre-development budget, development overall budget and project timelines;
- Create metrics to ensure effective utilization of the Department of Port Control's developmental land and property assets;
- Assist the Business Development and Management Division, specifically the Properties Section with property management, property tax payment processing, lease term negotiations, contract management and vendor tenant relationships;
- Assist in the research and identification of various funding sources (i.e. grants) and marketing strategies as applicable;
- Coordinate and follow-up with the Department of Port Control's Procurement Section in the preparation of any /Request for Qualifications and Proposals, Board of Control Resolutions, bid evaluations, contract certifications recommendation memoranda and like requirements; and
- This position is instrumental in supporting other revenue generating Business Development projects and other duties assigned by the Chief of Business Development and Management.

Departmental Qualification Preferences

- A Bachelor's Degree from an accredited four-year college or university in Business or a closely related field preferred;
- Experience in utilizing project management tools, business writing, research, and professional communication skills (i.e. white paper summaries, PowerPoint presentations, charts etc.);
- Contract/Negotiation administration desired;
- Familiarity with basic principles of Urban Policy and Development preferred;
- Real Estate or Economic Development and property tax preparation administration desired;
- Two (2) years of progressively responsible experience in program administration is desired;

Working at the City of Cleveland's Department of Port Control

The City of Cleveland is connecting people to places and opportunities. One of the many attractions the City of Cleveland has to offer is our gateway to the world at Cleveland Hopkins International Airport (CLE). The City of Cleveland's Department of Port Control (DPC) operates both Cleveland Hopkins International and Burke Lakefront Airports (BKL).

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CLE is empowering Cleveland's diverse community to connect with the world. With over 9 million passengers last year and increasing at a rate of almost 10%, CLE is projected to see over 10 million passengers in 2019. We offer advanced baggage systems, great shopping and restaurants in our newly renovated terminal along with many other amenities which made us the most improved airport in customer service in 2018. We are driving innovation, socially responsible solutions creating a catalyst for accessibility, economic opportunity and extraordinary guest experiences. We value dependability, integrity, honesty, teamwork, respect, innovation and professionalism. Our focus for 2019 is DPC's strategic priorities of customers, employees, financial strength, our future and our stakeholders.

Cleveland Hopkins International Airport has an unwavering commitment to our region and the communities we serve, focusing on providing a diverse, collaborative work environment with equal opportunity for personal and professional growth. CLE is empowering Cleveland's diverse community to connect with the world.