

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Manager, Parking and Ground Transportation

Reports to: Deputy Executive Director, Airport Operations

Status: Exempt

Schedule: M-F 9/80 Work Schedule

Pay: \$92,000 - \$95,000 Annually

General Description:

Maximize revenue and profit associated with ground transportation and with public parking spaces in self-park and valet lots. Manage the process associated with demand, revenue, and forecasting and opportunity analysis. Working with Airport Leadership and in partnership with the parking operator, determine and manage Airport's strategy and pricing for all public parking lots. Identify future parking revenue and associated marketing opportunities and effectively communicate through the organization. Oversees all parking and ground transportation projects.

Essential Job Functions:

Typical Tasks

- Partner with Airport Leadership and other departments to develop and implement parking and ground transportation revenue generating strategies.
- Ensure that a strategic mix of business and pricing strategies are aligned through the Airport's business plan.
- Effectively manage the parking operator's Self-Park, Valet, and Courtesy Shuttle Services management contract and ensure that its goals and objectives are geared towards maximizing customer service and revenue opportunities from parking operations.
- Effectively manage the Authority's Parking and Revenue Control Systems' configurations and service contracts.
- Effectively manage Ground Transportation programs and services with diverse vendors and Authority Access Agreement holders.
- Effectively deal with people, creating teamwork, taking charge, generating enthusiasm, motivating and using an uplifting and lead-by-example leadership approach.
- Continuous analysis and reporting of competitively-set parking prices, price positioning, dynamic pricing strategies, seasonality and parking product mix.
- Use available Yield Management tools to maximize parking assets and revenues. Develop appropriate pricing strategies to include recommendations on rate, arrival and departure patterns, specific airline routes, length of parking stay, and discount rate availability.
- Manage revenue production through relevant Internet sites, promotions and marketing efforts.

- Review and analysis of online reputation and feedback management tool and online marketing analytics.
- Play an integral role in the preparation and presentation of parking and ground transportation strategies to Airport Commission and Leadership.
- Educate airport team on new parking and ground transportation trends and technologies.
- Oversee and manage the annual parking budget.
- Perform special projects and other responsibilities as assigned.

Other Responsibilities

- Develop strong relationships through frequent oral and written communication and the use of professional, courteous and ethical interpersonal interaction.
- Conduct research, surveys, personal investigation and study other parking locations (including other airports) and territories in order to effectively capitalize on the Airport's strengths and advantages over our competitors.
- Focus on revenue-producing activities and maximizing use of time.
- Exhibit a positive and involved team attitude with all airport departments, business partners and tenants.

Minimum Qualifications:

Employment Standards

- To be considered for this position, candidates must have a Bachelor's degree from an accredited college or university preferably with a major in business administration or related studies; or any combination of education and experience that provides the knowledge, skills and ability to perform the duties of this position.
- A minimum of 5 years of experience in a revenue management position; preferably in public and airport parking operations. Supervisory experience is a must, as is knowledge of accounting, auditing procedures and systems and strong general management, project management and financial and business analytics.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Supplemental Information:

Knowledge of:

- Demonstrated proficiency in Microsoft Office software at an intermediate level, primarily Word, Excel and PowerPoint.

Ability to:

- Communicate clearly, concisely and effectively, both verbally and in writing.

Interested candidates may apply by clicking the link below and completing the online application:

<https://www.ondemandassessment.com/link/index/JB-1FU3KARIG?source=HB-Website&u=137146>