Florida Statute 332.0075

Position Name	Hourly Low	Hourly High
Accounts Payable Specialist	$27.30	$28.50
Accounts Payable Supervisor	$37.73	
Accounts Receivable and Revenue Control Finance Manager	$66.41	
Accounts Receivable Specialist	$33.65	
Administrative Assistant	$21.12	$22.67
Administrative Receptionist	$21.85	
Air Service Development Manager	$48.79	
Airfield Maintenance Supervisor	$28.99	
Airfield Operations Compliance Manager	$45.67	
Airport Credentials Manager	$37.50	
Airport Credentials Specialist	$18.92	$22.41
Airport Grounds Maintenance Supervisor	$29.33	
Airport Grounds Superintendent	$42.77	
Airport Operations Business Partner Support Specialist	$28.85	
Airport Operations Duty Manager	$40.87	$50.96
Airport Operations Manager-Airfield	$33.65	$38.05
Airport Operations Manager-AOC	$34.07	
Airport Operations Manager-Terminal	$34.41	$38.34
Airport Operations Safety Systems Manager	$44.78	
Airport Operations Supervisor-Airfield	$25.96	$26.44
Airport Operations Supervisor-Terminal	$25.96	$26.55
Airport Operations Support Manager	$37.26	
Airport Operations Training Manager (AOC & CJIS)	$35.17	
Airport Systems Automation Technician	$41.00	$48.50
Airport Systems Engineering Technician	$32.04	$36.49
AOC Dispatcher I	$22.00	
AOC Dispatcher II	$24.00	$24.47
AOC Dispatcher III	$28.00	$38.26
AOC Leadership & Performance Manager	$46.08	
AOC Training and Compliance Manager	$45.10	
Applications Delivery Manager	$53.65	
Assistant Division Manager - Automated Systems Division	$61.46	
Assistant Division Manager, Building and Grounds	$54.55	
Assistant General Counsel	$102.32	$103.43
Audit Manager	$58.74	
Automated Systems Technician	$24.50	$30.92
Automated Systems Technician Trainee	$20.45	
Benefits Manager	$53.55	
BIM/CAD Manager	$52.30	
Board Services Administrator	$45.48	
Budget Supervisor	$49.64	
Building Maintenance Superintendent	$36.48	
Building Maintenance Supervisor	$26.93	$31.12
Business Analyst-Parking	$38.59	
Business Diversity Compliance Specialist	$36.60	
Business Diversity Specialist	$42.75	
Business Office Manager (Concessions and Commercial Parking)	$37.83	

Business Office Manager (General Aviation)	$36.64	
Business Office Manager (HR & Administration)	$37.33	
Business Office Manager (Information Technology)	$38.20	
Business Office Manager (Internal Audit)	$37.44	
Business Office Manager (Maintenance)	$36.64	
Business Office Manager (Marketing)	$37.83	
Business Office Manager (Procurement)	$37.83	
Business Office Manager (Real Estate)	$37.97	
Buyer	$31.25	
Chief Executive Officer	$349.19	
Commercial Parking and Ground Transportation Manager	$45.43	
Commercial Real Estate Specialist	$32.81	
Communications Manager	$41.63	
Communications Specialist	$37.78	
Concession Compliance Manager	$39.28	
Concessions Contract Manager	$42.00	
Construction Project Manager	$54.60	
Cyber Security Engineer	$55.29	
Development Committee Manager	$51.96	
Director Enterprise Risk Management	$75.00	
Director of Airline Properties and Contracts	$85.18	
Director of Airport Concessions	$76.92	
Director of Commercial Parking & Ground Transportation	$86.31	
Director of Commercial Real Estate	$97.88	
Director of Communications	$85.73	
Director of Construction	$98.53	
Director of Enterprise Application Services	$87.98	
Director of Finance Operations and Capital Programs	$79.77	
Director of General Aviation	$85.15	
Director of Government Affairs & Community Relations	$92.79	
Director of Internal Audit	$84.10	
Director of ITS Enterprise Operations & Client Services	$88.14	
Director of Maintenance Operations	$76.92	
Director of Marketing	$82.41	
Director of Planning & Design	$103.66	
Director of Procurement Non Capital Programs	$83.32	
Director of Procurement, Capital Programs	$83.33	
Director of Research and Air Service Development	$91.83	
Director of Terminal Operations and Guest Experience	$83.42	
Electrical Maintenance Leader	$30.74	$34.70
Electrical Maintenance Superintendent	$38.30	
Electrical Maintenance Supervisor	$32.09	$32.40
Electrician I	$22.18	
Electrician II	$23.88	$24.32
Electronics Maintenance Superintendent	$39.42	
Electronics Maintenance Supervisor	$37.93	
Electronics Technician II	$29.40	
Electronics Technician III	$29.73	$34.78

Equipment Mechanic II	$20.89	$25.18
Executive Assistant-Marketing & Communications	$40.31	
Executive Assistant-Operations & Customer Service	$44.05	
Executive Vice President HR, IT & General Counsel	$188.21	
Executive Vice President Marketing & Communications	$187.16	
Executive Vice President Operations & Customer Service	$185.27	
Executive Vice President, Finance and Procurement	$184.39	
Financial Analysis and Reporting Manager	$62.94	
Fixed Asset Analyst	$33.65	$36.14
Fleet Maintenance Superintendent	$36.48	
Fleet Maintenance Supervisor	$30.10	
GA Maintenance Operations Lead	$26.86	$31.52
GA Maintenance Operations Manager	$41.48	
GA Maintenance Operations Superintendent	$38.67	
GIS Analyst	$38.46	
GIS Manager	$57.61	
Guest Experience Manager	$36.83	
Guest Experience Representative	$18.03	$20.93
Guest Experience Supervisor	$27.11	$27.37
Human Resources Business Partner (Employee Events & Recognition)	$42.01	
HVAC Maintenance Leader	$29.72	$31.72
HVAC Maintenance Superintendent	$38.30	
HVAC Maintenance Supervisor	$32.09	
Internal Audit Intern	$19.00	
IT Project Manager	$47.66	
ITS Applications Analyst	$49.04	$50.48
ITS Applications Support Analyst	$50.43	
ITS Consultant	$90.10	
ITS Database Administration	$51.62	
ITS Desktop Technician I	$33.50	
ITS Desktop Technician II	$43.50	
ITS Network Administrator	$38.46	
ITS Network Engineer	$49.12	$55.07
ITS Service Desk Manager	$47.06	
ITS Software Development	$45.68	
ITS System Administrator	$45.02	
ITS Systems Engineer	$45.61	$48.33
Junior Information Security Analyst	$44.23	$45.23
Landscaping Maintenance Leader	$27.35	
Landscaping Maintenance Supervisor	$28.41	$29.33
Lead Application Developer	$57.23	
Lead Common Use Analyst	$49.37	
Lead Credentials Specialist	$28.25	
Lead ITS Desktop Technician	$56.09	
Lead ITS Network Engineer	$58.57	
Lead ITS Support Specialist	$41.20	
Lead ITS Systems Engineer	$55.27	
Learning and Development Manager	$46.39	

Lost and Found Property Control Coordinator	$19.43	$31.61
Maintenance Contracts Manager	$43.53	$60.41
Marketing Admin Coordinator	$31.99	
Marketing Events Manager	$45.01	
Marketing Manager	$57.15	
Marketing Media Producer	$43.28	
Materials Manager	$37.69	
Multitrades Worker II-Airfield	$18.19	$24.24
Multitrades Worker II-Building Maintenance	$18.19	$20.93
Multitrades Worker III-Airfield	$24.48	$25.52
Multitrades Worker III-BM Special Events Logistics Coordinator	$24.48	
Multitrades Worker III-Building Maintenance	$24.24	$25.52
Multitrades Worker III-HVAC	$25.52	
Multitrades Worker III-Landscaping	$23.71	$27.05
Multitrades Worker III-Projects	$24.47	$29.05
Multitrades Worker II-Landscaping	$18.19	$23.48
Multitrades Worker II-Projects	$18.78	$22.09
Multitrades Worker II-Systems	$18.00	$23.78
Multitrades Worker I-Systems	$18.00	$20.30
Operations Access Control & Projects Manager	$44.14	
Operations Business Partner & Projects Manager	$42.31	
Payroll Operations Finance Manager	$57.15	
Police Captain	$67.79	$69.99
Police Corporal	$35.20	$38.34
Police Lieutenant	$54.73	$56.41
Police Officer	$25.18	$41.69
Police Officer Trainee	$21.28	
Police Sergeant	$45.14	$53.75
Procurement Agent	$34.62	$37.06
Procurement Coordinator	$28.22	
Project Director	$78.86	
Projects and Grants Finance Manager	$62.01	
Projects Control Senior Analyst	$47.40	
Projects Maintenance Leader	$27.76	
Projects Maintenance Superintendent	$38.30	
Projects Maintenance Supervisor	$27.75	$29.39
Projects Senior Business Analyst	$40.90	
Property Control Specialist	$26.45	
Property Control Specialist	$25.45	
Public Administrative Specialist I	$30.37	
Public Administrative Specialist II	$25.00	
Public Safety Administration Manager	$38.46	
Public Safety Compliance Manager	$45.53	
QA/QC Maintenance Inspector	$45.63	
Real Estate Project Manager	$47.05	
Real Estate Project Manager	$70.01	
Records and Information Analyst I	$36.78	
Records and Information Coordinator	$21.00	

Records and Information Manager	$47.90	
Records and Information Technician	$30.03	
Refrigeration Air Conditioning Mechanic II	$27.01	$29.87
Refrigeration Air Conditioning Mechanic III	$28.19	
Research Data Analyst	$31.73	
Risk and Claims Manager	$51.62	
Risk Management Specialist	$32.69	
Safety Compliance Manager	$48.13	
Security & Credentials Manager	$49.42	
Senior Accountant	$56.22	
Senior Accountant - Financial Planning	$35.10	
Senior Accountant - Financial Planning & Treasury	$37.23	
Senior Accountant Accounts Receivable	$41.19	
Senior Administrative Assistant	$30.31	
Senior Analyst - Accounts Receivable	$42.32	
Senior Applications Support Analyst-Procurement	$59.54	
Senior Auditor	$45.67	
Senior Automated Systems Technician	$29.00	$32.06
Senior Business Analyst	$42.46	
Senior Construction Inspector	$41.22	$44.02
Senior Construction Project Manager	$58.95	$68.27
Senior Executive Administrative Assistant to CEO	$47.50	
Senior Guest Experience Representative	$19.88	$27.97
Senior Information Security Analyst	$57.67	
Senior IT Business Analyst	$54.54	
Senior IT Lead Project Manager	$62.14	
Senior IT Project Manager	$54.18	
Senior ITS Audio Visual Specialist	$48.40	$52.56
Senior ITS Network Engineer	$51.20	
Senior ITS System Administrator	$46.38	
Senior ITS Systems Engineer	$50.18	$52.81
Senior Legal Administrator	$51.92	
Senior Lost and Found Property Control Coordinator	$28.11	$29.50
Senior Manager, Communications	$57.91	
Senior Manager, Accounting	$69.30	
Senior Manager, Administration	$65.62	
Senior Manager, Airfield Operations	$60.14	
Senior Manager, Airport Concessions	$66.31	$69.93
Senior Manager, Airport Operations Business Partners	$59.57	
Senior Manager, Airport Operations Center	$59.57	
Senior Manager, Automated Systems	$77.06	
Senior Manager, Brand Strategy and User Experience	$61.45	
Senior Manager, Building and Grounds	$73.71	
Senior Manager, Business and Market Intelligence	$60.53	
Senior Manager, Business Diversity	$65.19	
Senior Manager, Capital Programs	$64.76	
Senior Manager, Client & Field Services	$69.80	
Senior Manager, Construction	$73.91	

Senior Manager, Digital Marketing & Strategy	$59.57	
Senior Manager, Enterprise Service Delivery	$68.14	
Senior Manager, Environmental Services	$70.96	
Senior Manager, Facilities Development	$68.43	
Senior Manager, Financial Planning and Analysis	$66.06	
Senior Manager, GA Business and Administration	$57.69	
Senior Manager, General Aviation	$62.52	
Senior Manager, Information Security Office	$66.46	
Senior Manager, Internal Audit	$64.24	
Senior Manager, IT Infrastructure	$73.90	
Senior Manager, Non-Capital Programs	$62.52	$64.27
Senior Manager, Office of Innovation	$67.51	
Senior Manager, Oracle Solutions & Product Support	$71.95	
Senior Manager, Planning	$67.66	
Senior Manager, Planning and Design	$68.45	$68.58
Senior Manager, Plant and Utilities	$73.71	
Senior Manager, Security Compliance	$60.14	
Senior Manager, Terminal Operations & Ground Transportation	$60.14	
Senior Manager, Traffic	$60.06	
Senior Manager, Wildlife Programs	$59.62	
Senior Payroll Operations Coordinator	$35.01	
Senior Procurement Agent	$39.86	$40.89
Senior Project Director	$62.50	
Senior Project Payables Specialist	$31.25	
Senior Property Control Specialist	$29.08	$29.36
Senior Real Estate Project Manager	$43.68	$47.84
Senior Traffic Specialist	$23.17	$28.05
Staff Accountant	$33.65	
Staff Internal Auditor	$37.97	
Supplier Relationship and Procurement Operations Manager	$46.84	
Sustainability and Resilience Program Director	$56.19	
Systems Automation Manager	$52.00	
Systems Maintenance Superintendent	$39.05	
Systems Maintenance Supervisor	$27.09	$39.80
Talent Services Manager	$47.44	
Traffic Operations Manager	$35.17	
Traffic Specialist	$18.03	$31.07
Traffic Supervisor	$26.06	$29.06
Training Coordinator, Traffic	$27.76	
Vice President Information Technology	$125.57	
Vice President of Communications	$116.24	
Vice President Procurement	$110.65	
Vice President, Capital Programs	$113.80	
Vice President, Concessions & Commercial Parking	$123.63	
Vice President, Finance	$110.58	
Vice President, Human Resources and Administration	$123.56	
Vice President, Maintenance	$117.87	
Vice President, Operations	$121.29	

Vice President, Planning & Development	$132.47	
Vice President, Public Safety & Security	$117.79	
Vice President, Real Estate	$120.69	
Visual Communications Designer	$40.20	
Wellness & Employee Experience Manager	$47.35	
Wildlife Programs Manager	$33.65	$39.29
Work Control Coordinator	$25.61	
Work Control System Specialist	$28.37	

Accounts Payable Specialist

POSITION OVERVIEW

Performs technical accounting work in reviewing, processing, and maintaining complex accounting or financial records within the General Ledger and/or related sub-ledgers in a central accounting or comptroller's office. Work includes the processing of accounting and financial transactions that require independent judgment in researching and reconciling discrepancies, assuring compliance with accounting standards and established policies and procedures, and may include considerable customer/client contact. Work is performed under the general supervision of a professional accountant and the incumbent may train or provide procedural information to coworkers and other employees.

POSITION ROLES & RESPONSIBILITIES

Customer Commitment - Proactively seeks to understand the needs of our customers and provide the highest standards of service.

Dedication to Professionalism and Integrity - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.

Organizational Excellence - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.

Success through Teamwork - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Accounting, Finance, or related field; and two years of experience in accounting, bookkeeping or financial record keeping in a central accounting office with a direct impact on the general ledger or sub-ledgers.
- One (1) year in accounting, bookkeeping or financial record keeping in a central accounting office with a direct impact on the general ledger or sub-ledgers.
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of basic accounts receivable and accounts payable business practices and procedures, accounting systems, expenditure or revenue source documents, as well as general ledger and related accounting procedures.
- Knowledge of laws, rules, and policies governing assigned functional accounting areas.
- Ability to use ERP accounting systems and spreadsheet applications.
- Ability to analyze transactions and reports and make appropriate correcting entries.

- Ability to post, balance, and reconcile financial accounts and records.
- Ability to read, comprehend, and apply job-related rules, policies, and procedures.
- Ability to prepare financial and statistical reports.

TPA MISSION STATEMENT

To be a major driver in the economic growth of the Tampa Bay Region. We will be leading-edge innovators to create global access and extraordinary customer experiences through our people and facilities to build prosperity for our stakeholders and the region.

TPA VISION STATEMENT

To be a vibrant aviation gateway for Tampa Bay, providing access and economic opportunity for our stakeholders.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Accounts Payable Supervisor

POSITION OVERVIEW

The Accounts Payable Supervisor oversees an accounts payable team, processes invoices and payments, and manages expense accounts and expense reports. This position is responsible for supervising and operating the accounts payable module of the Oracle Financials ERP System. Work involves the computerized processing, maintenance, and independent judgment in researching and reconciling discrepancies, reporting and analyzing complex financial records involving financial (AP) accounting, and assuring compliance with accounting standards and established policies and procedures. Duties require constant interface with a complex automated and integrated system, departmental staff, information technology specialists, auditors, and internal and external customers. Work further requires independent judgment and initiative in identifying and resolving problems that arise from these activities.

POSITION ROLES & RESPONSIBILITIES

Supervise staff responsible for processing invoices, expense reports.

Prepare and provide training to users of Oracle applications related to areas of responsibility.

An understanding of financial statement presentation as well as double entry bookkeeping.

Familiarity with generating adjusting journal entries.

Answer questions and resolve problems with staff, other departments, and suppliers.

Assist in developing and presenting policies, procedures, and training programs to all levels of staff.

Maintain custom tables utilized by Oracle applications in areas of responsibility.

Analyzes expense reports and other invoices for accuracy and eligibility for payment.

Reconciles accounts payable total to the general ledger along with other applicable records (e.g., subsidiary AP ledger).

Ensures proper maintenance, filing, and storage of records in case of audits.

Analyzes expense reports and other invoices for accuracy and eligibility for payment.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree in Accounting, Finance, or related field

- Five (5) years experience in accounting, bookkeeping or financial record keeping in a centralized accounting office with a direct impact on the general ledger or sub-ledgers.
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, or related field

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, financial recordkeeping, and budgeting.
- Knowledge of accounts payable business practices and procedures, accounting systems, expenditure, or revenue source documents, as well as general ledger and related accounting procedures.
- Knowledge of laws, rules, and policies governing assigned functional accounting area.
- Ability to use ERP accounting systems and spreadsheet applications.
- Ability to analyze transactions and reports and make appropriate correcting entries.
- Ability to post, balance, and reconcile financial accounts and records.
- Ability to read, comprehend, and apply job related rules, policies, and procedures.
- Ability to prepare financial and statistical reports.
- Basic accounting knowledge, including debit/credits, general ledger structures
- Ability to handle multiple tasks and assignments and deadlines
- Strong verbal and written communication skills
- Ability to provide excellent customer service skills
- Ability to be accurate and detail oriented
- Ability to work in fast paced and high-volume manufacturing environment
- Strong ability to build relationships with third party vendors and resolving complex AP requests
- Strong ability to develop and motivate team members
- Strong ability to plan and execute small to medium projects
- Strong understanding of Accounts Payable related tax processes (1099's and withholding tax)

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Accounts Receivable and Revenue Control Finance Manager

POSITION OVERVIEW

Reporting to the Director of Financial Planning & Analysis, the Accounts Receivable and Revenue Control Manager is responsible for managing all aspects of the accounts receivable billing and serves as the subject matter expert and daily oversight of the financial billing and property management system, Amadeus PROPworks. Effectively manages the collections process for all Authority tenants, including coordination with Authority contracting departments to ensure adherence to the approved collections procedure. As a super-user, the Accounts Receivables & Revenue Control Manager provides expertise, leadership, and guidance to the Authority's staff, managing, developing, implementing, interpreting, enforcing, and explaining the PROPworks billing system. Reviews and analyzes all new and existing tenant agreements for proper audit, compliance, and financial language, as well as adequate input into our billing system to ensure the Authority receives the appropriate revenue in compliance with the contract language. The Accounts Receivable and Revenue Control Manager interacts with all levels of Authority staff and management and property management and accounting representatives from all Authority billed tenants. This position requires fast-paced, independent decision-making ability, which is needed to resolve various billing and collections issues that arise throughout the day. This position also exercises considerable independent judgment in interpreting all aspects of contracts/agreements and the ability to understand the interaction between the intentions of the contract, the billing system, and proper accounting principles. In addition, this person must exhibit a proactive willingness and ability to help integrate new financial system technologies that enhance and streamline all monthly billing processes while maintaining the highest level of customer service and compliance. This position requires the ability to clearly and effectively communicate with all levels of customers, both internally and externally, while maintaining a professional demeanor despite sometimes tense conversations.

POSITION ROLES & RESPONSIBILITIES

- Manages and oversees the $260 million+ annual accounts receivable billing for the Aviation Authority. Oversees accurate billing of all invoices types created by Aviation Authority for areas including but not limited to:
  Activity/Overage Fees, Employee Parking, FBI/Badging Fees, Monthly Ground/Lease Rent, & Utilities

  Manages monthly collections process from start to finish. This requires continuous communication with internal and external partners regarding past due invoices and what is needed to remedy the issues and collect the revenue.

  Effectively manages workload for all A/R related activities with Sr. Accountant to ensure all monthly closing deadlines are met through an efficient work load for each member of the staff.

  Ensures accuracy of monthly activity reports submitted by a variety of tenant partners including but not limited to:
  Airlines, Concessionaires, Charter Buses, Duty Free Operators, Fixed Base Operators (FBOs), Ground Handlers, Hotels, Off-Airport Parking Operators & Rental Cars

  Oversees annual audit process for all billable tenants to ensure that required external audits are submitted in accordance with terms of their agreement and that all necessary credit/amount due calculations and billings are correct and completed

  Annually provides all necessary schedules in a timely manner to Aviation Authority’s external auditors for

completion of Interim and Final Financial Audits.

Generate statistical reports used by both internal and external customers for purpose of tracking past, present, and future passenger performance.

Understands from the root up, the complexities and calculations of the billing rules and basis for the billing system. Easily identifies concerns/issues within billing calculations/invoicing as well as solutions to fix the problems.

During financial system upgrades, thoroughly tests all aspects of billing system's new functionality and technology improvements to ensure that the authority will still receive both the optimum and maximum Authority after implementation has been completed.

Serves as functional expert (super-user) for Aviation Authority in regards to the billing system. Interacts with internal IT staff and both external system consultants and system provider to ensure that existing system and future releases meet the needs of the Authority as well as the greater airport revenue management industry.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From a recognized four-year college or university with a major in accounting, finance/financial planning or closely related field
- Five (5) years Of increasingly responsible accounts receivable, accounting and/or financial experience.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Should have working knowledge of generally accepted accounting principles and expertize using the Microsoft suite of software products.
- Should have working knowledge and experience managing and working within large-scale financial ERP systems.
- Strong written and oral communication skills.
- Thoroughly understand basic General Ledger accounting concepts.
- You have advanced Excel, data management and Microsoft Word skills
- Strong financial acumen and ability to present issues clearly and concisely
- Advanced Excel and data manipulation skills
- Proficiency in Oracle or other comparable ERP system
- Excellent interpersonal skills with focus on operating as a trusted partner and team member in a fast evolving, ever-changing environment.
- Outgoing personality, with excellent communication skills, both written and verbal

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Accounts Receivable Specialist

POSITION OVERVIEW

Analyzes accounts receivable transactions to ensure proper application of incoming payments across all pay methods. Maintains and reconciles accounts receviables ledger and prepares internal reports, including reports of delinquent accounts. Analyzes trends of receipts and recommends inprovements to accounts receivables procedures. May be responsbile for responding to customer inquiries regarding payments as well as support across the accounts receivable team. Reconciles and enters the Passenger Facility Charge remittance to ensure compliance with all Federal regulation.

POSITION ROLES & RESPONSIBILITIES

Review, Enter, & Reconcile all incoming payments

Support accounts receivable team including the collections procedures, customer inquiries, account reconciliations, book transfers, etc.

Manage Passenger Facility Charge process

Supports finance department as directed including bank reconciliations, records custodian, & other tasks

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Accounting, Finance, or related field
- Of experience with collections, invoicing, and/or accounts receivable
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific functions in this position.

PREFERRED QUALIFICATIONS

- Bachelor's Degree Accounting, Finance, or related field

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of GAAP and basic accounting principles
- Strong written and oral communication skills.
- High degree of familiarity with accounts receivable functions
- Strong computer skills, especially Microsoft Excel (Pivot table, V-Lookups, etc)
- Should have working knowledge of generally accepted accounting principles and expertize using the Microsoft suite of software products.
- Strong attention to detail with a dedication to accuracy
- Prepares bank deposits by identifying accounts; transferring funds.
- Should have working knowledge and experience managing and working within large-scale financial ERP systems.
- Assist with other general accounting projects and month-end close work.
- Demonstrate solid problem solving capabilities for complex transactions

- Ability to work well in a team, good interpersonal skills, and positive attitude.
- Ability to analyze large sets of data

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JOB POSTING

Administrative Assistant

POSITION OVERVIEW

Performs various complex administrative/secretarial duties, under general supervision, supporting the Maintenance and Planning and Development departments.

POSITION ROLES & RESPONSIBILITIES

Performs various complex administrative, secretarial, and confidential functions and duties.

Composes, proofreads and edits correspondence, memos, spreadsheets, minutes, logs, and reports in final form, for approval or signature.

Performs tasks associated with the Maintenance Work Control processes including but not limited to taking calls for service, creating and distributing work orders, and reconciling the records during the month-end closeout.

Reviews and distributes detailed incoming and outgoing mail, electronic mail, correspondence, and statements.

Schedules, coordinates and prepares meetings, meeting materials/handouts, appointments and conferences.

Accesses and secures restricted, sensitive and confidential records or information.

Researches and responds to requests for information and assistance, and determines priority status and refers to other professional staff, as needed.

May provide guidance and training, and review the work of others to ensure accuracy, completion and timeliness; may supervise lower level administrative/clerical staff.

May take department meeting minutes.

Provides support of the Maintenance QA/QC program by conducting building inspections as needed

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Office Administration;
- Of administrative/secretarial experience

- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procedures, policies, and rules of assigned departments.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and airport customers with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative/clerical staff.

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JOB POSTING

Administrative Receptionist

POSITION OVERVIEW

Performs various complex administrative/reception duties under general supervision of the Senior Manager for Airport Guest Experience. This position is responsible for greeting all visitors via telephone and in person to the SkyCenter One offices of the Hillsborough County Aviation Authority. Additional responsibility includes the coordination of all tours offered by the Guest Experience Department at Tampa International Airport.

POSITION ROLES & RESPONSIBILITIES

Performs complex administrative, reception, and confidential functions and duties supporting Executive leadership and other professional staff.

Answer calls from five designated phone lines, routing, greeting, and providing directions to business partners and guests of the Airport Authority.

Reviews and distributes all express mail, phone correspondence, and other related reception duties for Airport Authority professional staff.

Serves as coordinator during SkyConnect outage plan. Distribute plans and dispatch participants to respective locations.

Airport tour coordination. Communication with requesting attendees, booking tours, calendar management, and scheduling of available tour guides.

Handles all concerns, questions, and feedback from airport tour program surveys.

Airport tour follow-up, survey creation and editing sharing survey results feedback to relevant management.

Ownership of tour booking software, ensuring tour scheduling calendar is updated and confirmation correspondence is sent to participants.

Assist Executive Administration in greeting and providing direction to members of the public attending HCAA monthly Board Meetings.

May provide guidance and training and review the work of others to ensure accuracy, completion, and timeliness; may train lower-level administrative/clerical staff.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Two (2) years of administrative/secretarial experience
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procedures, policies, and assigned division or unit rules.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill in carrying out complex administrative, secretarial, and confidential duties to assist Executive leadership and other professional staff.
- Skill in using computers, computer-related software or programs, local networks, databases, and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the County with courtesy and professionalism.
- Ability to provide direction to staff during emergency or alternate operations.
- Strong customer service orientation and solid interpersonal communication skills
- Excellent spoken and written communication skills
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and properly handle sensitive and confidential materials
- Ability to work well with all staff at all levels and to be a team player
- Proficiency in Microsoft Office Suite, especially Excel and Outlook
- Ability to use standard office equipment.

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Air Service Development Manager

POSITION OVERVIEW

Reporting to the Director of Air Service Development, this leader manages efforts to attract airlines and air cargo carriers to Tampa Bay and increase flights and capacity levels in existing domestic and international markets. Manages relations with air carrier network planning contacts, including ensuring timely response to inquiries, preparing analytical assessments on behalf of air service efforts, and the delivery of time-sensitive reports to airline representatives. Manages development and delivery of reports for regularly scheduled network planning conferences and ad hoc meetings. Manages consultant relationships, including communicating project specifications and expectations. Manages the air service incentive program (ASIP), including documentation and communication with airlines and community partners. Oversees day-to-day administration of departmental budget and serves as records custodian for the department.

POSITION ROLES & RESPONSIBILITIES

- Responsible for implementation of Airport's Air Service Incentive Program (ASIP) and management of departmental documentation per Authority guidelines
- Attends events and meetings with airlines and community stakeholders relevant to Airport's air service and economic development strategies
- Manages the implementation and execution of the strategy to attract airlines to TPA and increase flights in domestic and international markets
- Performs sophisticated statistical analysis of primary and secondary data sources to synthesize data into comprehensive situational awareness, and an actionable plan
- Assists Marketing and other Authority departments on an as needed basis with information and data analysis
- Develops, manages and delivers world-class multi-media presentations and written reports of research results, findings, and recommendations
- Monitors air service consultants to ensure that project schedules are met and to ensure that services received are of high quality and good value
- Stays current on all news relevant to air service development and the financial and operating performance of domestic and international air carriers
- Assists in preparing budget requests and administering approved budget

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree With demonstrated coursework in statistics, data science, economics, business, or aviation management
- Experience in airline network planning, air service development or another industry heavily dependent upon data analytics/insights (with Bachelor's Degree)
- Experience in airline network planning, air service development or another industry heavily dependent upon data analytics/insights (with Master's Degree)

PREFERRED QUALIFICATIONS

- Master's Degree With demonstrated coursework in statistics, data science, economics, business, or aviation management

KNOWLEDGE, SKILLS & ABILITIES

- Ability to prepare reports, maintain records, analyze data, make procedure decisions and administer programs.
- Creates and develops timely data analysis and reports for senior management.
- Directs airport organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction; establishing functional objectives in line with organization goals.
- Builds relationships internal and external to deliver strategic financial goals.
- Researches relevant markets and financial trends to forecast future business activity and assists in developing recommendations for the Director.
- Works closely with tenants to ensure their continued success by reviewing short and long term plans and their financial/market position.

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JOB POSTING

Airfield Maintenance Supervisor

POSITION OVERVIEW

Performs Supervisory work involving maintenance, repair, and construction of buildings, grounds, or roadways, and related systems and equipment to enhance and maintain assets at a prescribed standard. The ideal candidate for this position has supervisory, leadership, and technical experience in maintaining and repairing airport grounds at a medium or large hub airport. Leadership and technical duties include FAA Part 139 compliance with airfield paint markings, pavement condition indexing, field conditioning, and security requirements; coordinating airport ground tasks; supervising personnel to address employee issues, including coaching and employee support; and performance evaluations; and time clock management.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of skilled trades personnel engaged in constructing, repairing, and maintaining buildings, grounds, or roadways, and related systems and equipment by planning, scheduling, assigning, and reviewing work, providing training and counseling, and evaluating performance.

Monitors prioritize, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determine equipment and tools and makes drawings or sketches as necessary for maintenance personnel to perform work assignments properly.

Prepares and maintains manual and computerized reports, records, and logs related to the work performed and materials, equipment, and supplies used to provide an audit trail of activities.

Coordinates and manages the Airport Grounds work order process ensuring assignment and completion of work orders in a timely manner.

Determines, schedules, and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Answers questions and provides information related to work assignments, including resolving problems, handling complaints, and providing technical expertise in the area of assignment.

Performs employee performance evaluations.

Assists with preparing requisitions and maintains replacement parts and materials to allow timely completion of work assignments.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific functions in this position may be considered as a substitute.
- of work experience in construction, maintenance, or another skilled trade.
- of experience as a supervisor or team leader

LICENSES AND CERTIFICATIONS

- Possession of a valid Florida Driver's License Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations and operational requirements of the organization to which assigned.
- Working knowledge of accepted methods, practices and procedures used in the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools and materials used in the construction, repair and maintenance of buildings, grounds and roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of laws, ordinances, rules, regulations and standard operating procedures related to the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance or construction of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams and drawings.
- Ability to plan, organize and oversee the work of others.

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JOB POSTING

Airport Credentials Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Security Operations Compliance, this position is responsible for managerial duties supporting the national requirements of the Transportation Security Administration (TSA), 49 CFR 1542, and Tampa International Airport's Security Program related to aviation worker credentialing and security training. All individuals requesting SIDA or Non-SIDA ID media at the Tampa International Airport are required to pass a background check, which includes a criminal history records check and/or a security threat assessment before receiving unescorted access to the SIDA and Non-SIDA areas of the airport. The Manager is responsible for planning, coordinating work, and supervising staff assigned to the Credentialing office. The Manager is responsible for leading a staff of five team members, setting the highest standards for customer service and regulatory compliance. The Airport Credentials Manager maintains critical stakeholder relationships and supports the vision for innovation and service within the badging office.

POSITION ROLES & RESPONSIBILITIES

Badging Credentials Administration

- Manages the administration of airport-issued security credentials and ID media for the Tampa International Airport
- Oversees procedures for maintaining all vehicle access credentials.
- Creates and implements enhancements to improve service and compliance.
- Supports all necessary accountabilities for staff and stakeholders and drives continuous improvement with key stakeholder relationships, both internal and external.

Regulatory Compliance Management

- Supports and conducts security violation investigations and accountability discussions with SIDA badge holders and performs security testing, and provides briefings to all TPA Aviation Workers.
- Audits, implements, and routinely assesses all measures to always ensure regulatory compliance.
- Create, compile, prepare, and disseminate various reports for airport tenants, airline managers, contractors, HCAA staff, FAA, and law enforcement agencies.
- Maintains security training curriculum and signatory training curriculum to comply with current TSA security mandates.
- Adjudicates all ID media applicants' Criminal History Records Check (CHRC) issued from the Federal Bureau of Investigations (FBI) to ensure the applicant's CHRC does not contain disqualifying information.
- Prepares budget documents and monitors the status of allocated funds for the Credentials office and Management of all billing records for ID media.
- Conducts audits of all tenants' security procedures and records pertaining to background checks, security training requirements, and status of credentials.
- Provide or facilitate training and related documentation of compliance issues and other security-related initiatives to TPA Aviation Workers.
- Secures and monitors sensitive security information, protected security information, and confidential records and information.

Leadership Management

- Manages the work of credentialing staff, including scheduling, performance reviews, and payroll authorization.
- Ensures continuous development and growth of staff.
- Sets the highest standard for customer service.

- Attend and contribute to Tenant monthly security meetings.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business Administration or another related field with one (1) year of supervisory or team leader experience related to the position's duties
- Associate's Degree in Business Administration or another related field with three (3) years experience in related duties, two (2) years of which must have been in a supervisory or team leader capacity.
- High School Diploma/GED with four (4) years of experience in related duties, two (2) of which must have been in a supervisory or lead worker/team leader capacity.

KNOWLEDGE, SKILLS & ABILITIES

- Specialized technical knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use initiative and exercise sound judgement.
- Ability to initiate and sustain action to accomplish goals of the functional area.
- Ability to remain calm and provide guidance to subordinate staff in crisis and/or emergency situations.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to maintain strict confidentiality related to background investigation reports, incident reports, etc.
- Skill in the application of supervision techniques.

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JOB POSTING

Airport Credentials Specialist

POSITION OVERVIEW

Reporting to the Airport Credentialing Manager this position is responsible for completing various complex administrative duties relating to the credentialing of all Hillsborough County Aviation Authority personnel and vendors/tenants of the airport.

POSITION ROLES & RESPONSIBILITIES

Performs various complex administrative, and confidential functions and duties supporting the Airport Credentialing Manager.

Schedules, coordinates and prepares meetings, meeting materials/handouts, appointments and conferences for the purposes of airport credentialing.

Reviews and distributes for the division manager or senior division manager, detailed incoming and outgoing mail, electronic mail, correspondence, and statements.

Answers all questions relating to the badging and credentialing process, which includes handling sensitive and confidential records or information.

Researches and responds to requests for information and assistance, and determines priority status and refers to division manager or senior division manager, or other professional staff, as needed.

May provide guidance and training, and review the work of others to ensure accuracy, completion and timeliness.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree From an accredited college or university with a major in office administration;
- Graduation from high school or possession of a GED Certificate
- Successful completion of an accredited secretarial or business and office technology training program
- Graduation from high school or possession of a GED Certificate;
- Of administrative/secretarial experience;
- Complete 55 net words per minute on a typing test.
- Of administrative/secretarial experience;
- Of administrative/secretarial experience;

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procedures, policies, TSA policy, and security directives.
- Strong skills in Excel, Access, and other Microsoft products.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Ability to carry out simultaneous tasks under pressure with accuracy.
- Skill in communication and effective writing.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the Authority with the utmost courtesy and professionalism.
- Strong customer service background required.

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JOB POSTING

Airport Emergency Operations Manager

POSITION OVERVIEW

The Airport Emergency Operations Manager at Tampa International Airport (TPA) is responsible for leading, developing, and implementing the emergency and contingency planning program for the Hillsborough County Aviation Authority (HCAA). They will coordinate and direct emergency management, disaster operations, contingency planning, and business continuity planning. The Airport Emergency Operations Manager will support the Incident Commander during activations, conduct operational drills and exercises, and ensure compliance with FAA and other state and federal requirements. Additionally, they will collaborate with various HCAA departments, agencies, and stakeholders to maintain current emergency plans and serve as the liaison to local, state, and federal emergency management agencies.

POSITION ROLES & RESPONSIBILITIES

Emergency Operations Plan Development and Maintenance:

- Develop and maintain emergency plan checklists for response and recovery during natural or man-made disasters and other major incidents and accidents.
- Develops and maintains various emergency plan checklists about the response and recovery of the airport during natural or man-made disasters and other major incidents and accidents.
- Develops and coordinates an effective business continuity plan in the event of an emergency or contingency activation at TPA.
- Serve as the primary coordinator for TPA emergency preparedness and management, designing, communicating, and evaluating emergency response and contingency plans specific to TPA's operations.
- Analyze and evaluate emergency plans across TPA departments, ensuring they meet the current needs of the organization.

Training and Education:

- Designs, coordinates, executes, and evaluates Departmental exercises to ensure that all employees completely understand the Airport Emergency Plan and their role as part of the plan. This includes emergency preparedness and response to all-hazards incidents, including but not limited to aircraft incidents, terrorism incidents, bomb threats, hazardous materials incidents, facility evacuations, family assistance, and communicable disease.
- Develop and conduct training programs to ensure employees understand their roles in the Airport Emergency Plan, including response to all-hazard incidents such as aircraft incidents, terrorism incidents, bomb threats, hazardous materials incidents, facility evacuations, family assistance, and communicable diseases.
- Develops and maintains various emergency plan checklists about the response and recovery of the airport during natural or man-made disasters and other major incidents and accidents.
- Evaluate and review updates to tenants' and airline emergency response plans, ensuring alignment with the Airport Emergency Plan and comprehensive emergency management.

Collaboration and Coordination:

- Collaborate with HCAA departments and TPA tenants, Federal, State, and Local Agencies to ensure appropriate preparedness, response, recovery, and mitigation efforts.

Business Continuity Planning:

- Develop and coordinate an effective business continuity plan in the event of an emergency or contingency activation at TPA.

FAA Compliance:

- Lead the FAA Part 139 Annual Plan Review and Tri-Annual Full Scale Exercise, including the development, execution, facilitation, evaluation, and implementation of corrective actions.

Emergency Operations Center (EOC) Management:

- Operate and maintain the EOC as a site for key leaders and stakeholders to support operations during emergency events, assuming various roles and responsibilities as needed.
- Serve as a key member of the Airport's incident management team during event response, providing leadership in emergency situations.

Reporting and Documentation:

- Ensure appropriate tracking, reporting, and documentation of emergency events, completing and submitting required information to the appropriate authorities in a timely manner.
- Interface with accident investigation teams in all areas of emergency management.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Emergency Management or another related field.
- Experience with emergency management, command and control, and training/experience.
- Experience in a project management and planning as a lead or supervisor
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certificate of completion from the Department of Homeland Security (FEMA) for National Incident Management System (NIMS) training, including ICS 400, and prerequisites. Upon Hire Required
- DL NUMBER - Driver License, Valid and in State Possession of a valid Driver's License Upon Hire Required
- Certified Emergency Manager (CEM) Certified Emergency Manager (CEM) with the International Association of Emergency Managers Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of policies, procedures, precedents, regulations, executive and general orders, and rules of the Airport Operations department.
- Knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS) emergency response and recovery techniques.
- Must be flexible and available to respond to the Airport 24/7/365 as needed.
- Ability to speak publicly to large groups.
- Demonstrate the ability to work effectively and exhibit leadership in a stressful environment.
- Results driven, possesses solid execution skills with a demonstrated track record of getting things done.
- Works independently with little supervision or direction.
- Must possess a track record with proven results in enhancing the safety and security of guests and employees.
- Ability to work in a fast-paced environment and effectively balance multiple competing priorities.
- Ability to make presentations to Executive level leadership and the Board of Directors.

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JOB POSTING

Airport Grounds Maintenance Supervisor

POSITION OVERVIEW

Reporting to the Vice President of Maintenance, the Director of Maintenance Operations is responsible for more than 200 employees and a $28 Million annual budget. This position is accountable for the safe, efficient, and reliable operation of all airport-related facilities and systems, including automated airport systems and equipment, mechanical, electrical, electronics, plumbing, aircraft boarding bridges, security/access control, fire detection and protection, baggage handling systems, HVAC systems, building, grounds, airfield, and fleet maintenance including all aviation authority owned vehicles and heavy equipment. Maintenance is accomplished with a balanced combination of in-house personnel and specialty outsourced contracts. The Director of Maintenance Operations will lead an In-house workforce separated into major functional areas consisting of supervisors, multi-trades workers, and technical/systems personnel. Accordingly, the position ensures that all operating and maintenance resource requirements, including water and electric utility services, are properly budgeted and monitored. The position is also responsible for the development and implementation of staffing plans. The Director of Maintenance Operations is part of the senior management team for Maintenance. It is responsible for ensuring that all major decisions take into consideration appropriate staffing, life cycle costs, asset replacement and refurbishment, utility costs and natural resource management, O&M costs, safety and reliability, maintainability, employee development, and customer experience. Reporting directly to the Director of Maintenance Operations are Senior Managers responsible for the various sections within Maintenance, including the Baggage Handling System, HVAC, Electrical, low-voltage Electronics, Landscaping, Buildings, Grounds, Airfield, and Fleet Maintenance.

POSITION ROLES & RESPONSIBILITIES

Planning, assigning, and supervising the work of subordinates, including establishing challenging standards and productivity goals with clear measurements

Responsible for developing and managing the Directorate's $28M operations budget

Responsible for operations and maintenance of equipment

Responsible for ensuring that all necessary projects to replace facilities/equipment/systems are identified

Responsible for ensuring that an organizational structure is in place to fulfill the department's mission in the organization and provide maximum opportunities for employee development and advancement

Responsible for ensuring a cost-effective operation

Responsible for creating and sustaining a strong, healthy, and equitable culture across the workforce

Responsible for ensuring safety and security is always a priority

Encourages change and innovation, embracing diverse thinking and styles across all staff levels

Promotes broad employee involvement and engagement

Performs other related duties as assigned.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Engineering, aviation-related field, business or public administration, or another area of concentration relevant to the role described above.
- Master's Degree In Engineering, aviation-related field, business or public administration, or another area of concentration relevant to the role described above.
- Experience should include maintenance and/or systems oversight in the comparable industry and organizational size
- Translatable experience may come from manufacturing, warehouse, airport, public works, or other similar industries
- Considerable senior management experience
- Of progressive experience managing a maintenance operation of similar complexity and budget responsibility.
- Significant high-level management experience at an airport, or in a comparable industry, of similar size may be substituted for some of the educational requirements.
- Experience with a large maintenance operation that utilizes in-house and outsourced resources

LICENSES AND CERTIFICATIONS

- Facility Management Professional (FMP) Preferred

PREFERRED QUALIFICATIONS

- Experience with Mechanical design and construction oversight from inception to completion, including construction design software
- Familiarity with all aspects of airport operations is highly
- Experience with a unionized workforce

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to cultivate a culture where employee development is paramount; where ideas, innovation, and creativity are encouraged and recognized
- Must be results driven
- Ability to effectively balance and prioritize competing priorities
- Holds themselves and others accountable to meet commitments by establishing clear responsibilities and processes for monitoring work and measuring results
- Strong business and financial acumen required
- Strong oral and written communication skills required
- Must possess a customer service mindset and ability to respond to operational emergencies and non-emergencies during non-standard hours (24/7/365 days)
- Ability to interface and influence all levels of the organization, from front-line staff to senior executives
- Must be able to build partnerships, work collaboratively with others to meet the shared objective, delivers customer-centric solutions, and handles conflict situations effectively
- Takes on new opportunities and tough challenges with a sense of urgency
- Creates a climate that encourages the open expression of diverse ideas and opinions, acts with diplomacy and tact and relates openly and comfortably with diverse groups of people
- Anticipates and balances the need of multiple stakeholders and, where necessary, wins concessions without damaging relationships
- Ability to interact with staff at all levels with dignity and respect, listens closely, and communicate openly, honestly, and directly
- Ability to debate constructively, decide definitively and support actively
- Demand and accept responsibility
- Listen closely and communicate openly, honestly, and directly
- Ability to follow through with clear, consistent consequences
- Must be courageous and optimistic

- Encourages working and thinking as a team to avoid 'silos.'
- Ability to make difficult decisions regarding operations and/or human capital quickly and effectively
- Ability to work with all leaders and employees while being a champion for Authority and maintaining a positive demeanor and outlook

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JOB POSTING

Airport Grounds Superintendent

POSITION OVERVIEW

Performs supervisory and technical duties planning and directing the maintenance and repair of the Airport Grounds at Tampa International Airport. The ideal candidate for this position has extensive operational experience in airfield and grounds landscape work at a large hub airport. Administrative duties include estimating materials and determining equipment needs to perform tasks; coordinating employee training; supervising personnel to address employee issues, including coaching and employee support; performance evaluations; time clock management; and construction project coordination. An individual should possess the ability to use computer software for a variety of tasks, have excellent verbal and written communication skills, and can make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.

Supervises the activities of employees and monitors contractors engaged in maintenance and repair ground operations within airport facilities.

Requisitions and maintains replacement parts and materials to complete assignments promptly.

Assists in developing contractor specifications and overseeing the performance of contractors in assigned areas to ensure construction and maintenance requirements are satisfied, and services are completed in accordance with specifications.

Prepares technical specifications for equipment acquisition.

Assists in the development and management of annual budgets.

Performs employee performance evaluations.

Provides technical advice and assistance to subordinates and trains personnel in safety procedures and operating standards.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High school or possessing a GED Certificate

- Of experience as a supervisor of either a construction work crew or in the area of facility maintenance and repair.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of one or more of the following or a combination of buildings and other physical structures, mechanical equipment, and systems, or vehicular and stationary equipment.
- Considerable knowledge of codes, rules, regulations, and requirements about the area(s) of responsibility.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Working knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of parks and grounds landscape work and equipment.
- Skill in the application of supervisory techniques.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain an effective working relationship with subordinates, peers, and others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.

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Tampa International Airport

Airport Operations Business Partner Support Specialist

Job Description

JOB POSTING

Airport Operations Business Partner Support Specialist

POSITION OVERVIEW

The Airport Operations Business Partner Support Specialist for our airport plays a vital role in ensuring the successful management and compliance of contracts related to various aspects of airport operations. This multifaceted position involves overseeing contract agreements, safety programs, and the Airport Operations Apprenticeship Program. You will collaborate with multiple stakeholders, including vendors, regulatory authorities, and internal airport teams, to guarantee the smooth execution of contracts, adherence to safety standards, and the development of the Apprenticeship Program.

POSITION ROLES & RESPONSIBILITIES

Contract Management and Compliance:

- Review and analyze contract terms, ensuring they align with the airport's objectives and comply with all applicable laws and regulations.
- Monitor contract performance, identifying areas of improvement and mitigating risks associated with contract non-compliance.
- Identifies and resolves operational issues involving airport guests, tenants, public safety, and security regarding our Business Partners.

Safety Program Oversight:

- Conduct regular safety audits, inspections, and assessments to identify potential hazards and recommend corrective actions to improve safety practices.
- Responds when requested to assist during emergency or critical incident situations.

Airport Operations Apprenticeship Program:

- Assist with the Airport Operations Apprenticeship Program.
- Evaluate program effectiveness and make necessary adjustments to enhance the learning experience for apprentices.

Vendor and Stakeholder Coordination:

- Build and maintain strong relationships with contractors, vendors, and other stakeholders involved in airport operations, ensuring clear communication channels and a positive working environment.
- Conduct periodic meetings with vendors to review performance, address concerns, and facilitate ongoing collaboration.
- Proactive planning to identify and mitigate the impact to operations of our Business Partners during special events, Holiday Plans, and irregular operations of the airport.
- Supports various lines of business as requested with administrative and compliance tasks.
- Responds to issues from the airport tenants and the public concerning our Business Partners.

Compliance Reporting and Documentation:

- Supervision of projects, initiatives, and operating plans as directed.
- Performs daily, nightly, periodic and special inspections of all Business Partners for compliance.
- Prepare and submit reports on contract compliance and safety program performance.
- Maintain accurate documentation of safety records, contracts, and program-related materials.

- Maintains weekly checklists for quality and compliance.

Continuous Improvement Initiatives:

- Identify opportunities for process improvements in contract management, safety practices, and the Apprenticeship Program, aiming for increased efficiency, cost-effectiveness, and excellence in operations.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree in Business Administration, Law, Aviation Management, or a related field.
- Proven experience in contract management, preferably in an airport or aviation-related industry.
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Administration, Law, Aviation Management, or a related field.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to work with little supervision or guidance.
- Knowledgeable of contracts of our Business Partners.
- Ability to maintain records and prepare technical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, and the general public.
- Ability to use a computer and related software.
- Ability to maintain a valid driver's license and insurability with the Authority.
- Ability to perform independently and make critical decisions under stressful/demanding situations.
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency/urgent situations.
- Collaborate with other Airport departments.
- Must be able to lift and/or move up to 50-75 pounds.
- Must be willing to work in inclement weather conditions; and able to work non-standard hours/shifts, holidays, weekends, and be recalled during emergencies.
- Ability to plan and coordinate multiple activities occurring simultaneously.
- Ability to use a computer and related software.

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JOB POSTING

Airport Operations Duty Manager

POSITION OVERVIEW

Reporting to the Senior Manager of the Airport Operations Center. The Airport Duty Manager oversees and proactively leads the day-to-day safety, security, and efficiency of operations at TPA and establishes strategic direction to prepare, mitigate, respond, and recover from incidents or emergencies that could potentially interrupt business operations. Evaluates any incidents and escalate through the Executive Management if required, initiating the TPA Emergency Response Plans with little to no guidance. The Airport Duty Manager will be responsible for all forward planning operations for TPA and ensuring the successful proactive management of the operation focused on safety, security, customer service, and efficiency. Any issues identified should be proactively addressed/mitigated with little to no guidance from senior airport leadership. The successful candidate must demonstrate strong leadership acumen, exceptional attention to detail, ability to multitask, coach/counsel and train, build bridges, and be a consummate relationship builder, forward thinker, and crisis leader.

POSITION ROLES & RESPONSIBILITIES

Ensuring compliance with all applicable federal and state regulations and enforcing the Authority's Operational Policies, Procedures, Rules, Regulations, and Operating Directives. Ensures compliance with FAA and TSA and all other applicable regulations. Monitors airport operations and directs operations staff to ensure safe and efficient service to airport users.

A key member of the Airport's incident management team during event response; provides leadership in emergencies, taking such action as needed to move equipment, settle public unrest, and make judicial decisions in disputes - all to ensure the smooth functioning of the airport.

Able to assume all roles in the EOC before, during, and following events, facilitate timely and complete situation information, including damage assessment, during and after emergency events. Effective communication skills with all levels of management and stakeholders.

Developing changes and additions to procedures to continuously improve airport operations' safety, security, and efficiency.

Primary operational oversight of the entire airport and the entire operation

Primary operational decision-maker while on shift

- Monitoring all key performance indicators and proactively leading to address and/or mitigate any issues that may ariseGate management
- Gate scheduling
- Monitors customer feedback on social media and ensures immediate actioning of issues/opportunities where appropriate
- Manages, maintains, and ensures the proper equipping of the EOC
- Leads applicable training courses as directed
- Primary Incident Manager (EOC Incident Commander)
- Coordinating and documenting drills and addressing with little to no guidance any issues or shortcomings identified

- Completing after-action reviews and proactively implementing enhancements to better responses to events or situations at TPA
- Daily/nightly construction coordination
- Develops, implemented, and manages holiday plans
- Completes and issues ADM reports and other leadership reports
- Ensures proactive and timely communication with stakeholders where necessary while on duty

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Of experience of a responsible nature supervising operations at a large or medium hub airport, including thorough knowledge of federal and state regulations governing the use and operation of airports
- Demonstrating leadership qualities, including strong interpersonal skills and emphasis on collaboration
- Of experience in Terminal, Airfield, Airport Operations, or Airport Security Operations.

PREFERRED QUALIFICATIONS

- Bachelor's Degree

KNOWLEDGE, SKILLS & ABILITIES

- Builds partnerships, works collaboratively with others to meet the shared objective, delivers customer-centric solutions, and handles conflict situations effectively.
- Makes sense of complex, high-quality, and sometimes contradictory information to make effective, timely decisions that keep the organization moving forward
- Holds themselves and others accountable to meet commitments by establishing clear responsibilities and processes for monitoring work and measuring results Strong strategic planning abilities with a forward-focused mindset.
- Creates a climate that encourages the open expression of diverse ideas and opinions, acts with diplomacy and tact, and relates openly and comfortably with diverse groups of people
- Ability to embrace diversity, promote broad employee involvement, and encourage change and innovation.
- Ensuring safety and security are always the priority.
- Listen closely and communicate openly, honestly, and directly.
- Treat all staff and members of the public with dignity and respect.
- Ability to debate constructively, decide definitively, and support actively.
- Ability to demand and accept responsibility.
- Ability to follow through with clear, consistent consequences.
- Be courageous and optimistic.
- Ability to Work and think as a team to avoid 'silos.'
- Able to follow and live out the Department's Rules of Our Road.
- Ability to take on new opportunities and tough challenges with a sense of urgency
- Able to anticipates and balances the need of multiple stakeholders.

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JOB POSTING

Airport Operations Manager-Airfield

POSITION OVERVIEW

The Airport Operations Manager-Airfield oversees the airport's aviation facilities management, operational activities, and administrative functions. This role involves supervising airport facilities, safety programs, and security functions and managing personnel and programs to ensure compliance with regulatory requirements. This position requires the ability to respond effectively to emergencies and irregular operations and the skills to lead and motivate a diverse staff. The Airport Operations Manager-Airfield maintains strong working relationships with stakeholders and the public.

POSITION ROLES & RESPONSIBILITIES

Airport Operations Management:

- Respond to and participate in airport emergencies and irregular operations. Establish priorities and make timely decisions during emergencies and incidents under stressful conditions.
- Resolve operational issues related to public safety and security.
- Serve as the primary airport point of contact for after-hours emergencies and irregular operations.
- Supervise the inspection of airport facilities, including runways, taxiways, apron areas, gate positions, terminal buildings, and service roads, to ensure safe and efficient operations.

Maintenance and Construction Oversight:

- Inspect and review inspection reports of airport facilities to determine necessary repairs, replacements, or improvements.
- Oversee all construction projects within the air operations area, ensuring conformance with regulations and initiating corrective action when necessary. Also, oversee events taking place in the air operations area.

Stakeholder and Public Relations Liaison:

- Maintain liaison with the Federal Aviation Administration, air traffic control tower, certification inspectors, airlines, airport tenants, and other stakeholders.
- Provide information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.
- Maintain positive public relations with stakeholders, agencies, and the general public.
- Demonstrate effective written and verbal communication skills, including handling potentially confrontational situations.

Staff Supervision:

- Directly supervise a staff of at least one Airport Operations Supervisor - Airfield and indirectly oversee a staff of approximately six. Provide supervisory oversight to external entities to ensure smooth airport operations.
- Oversee the professional development of staff to support their engagement, growth, and goal achievement. Deliver employee performance reviews as per established timelines.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Five (5) years of commercial airport FAR Part 139 experience in a small, medium, or large hub airport as listed in the Federal Aviation Administration Guide. Experience must be related to airport management, operations, safety, and security.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- AAAE Certified Member (C.M.) credential. within 1 Year Required
- NIMS & Emergency Management Training. within 180 Days Required
- Maintain Ramp and Movement Area (MAT) driving privileges. within 30 Days Required
- DL NUMBER - Driver License, Valid and in State A valid Driver's License must be valid in the state of employment. Upon Hire Required

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Aviation Business Administration, Business Administration, or another related field.
- Three (3) years of commercial airport FAR Part 139 experience in a small, medium, or large hub airport as listed in the Federal Aviation Administration Guide. Experience must be related to airport management, operations, safety, and security.
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Federal Aviation Administration (FAA) regulations and advisory circulars related to FAR Part 139.
- Ability to adapt and thrive in a rapidly changing and evolving department.
- Strong knowledge of Department of Operations policies and procedures.
- Thoroughly understand Federal, State, and Aviation Authority rules and airport operations regulations.
- Ability to make critical decisions independently under stressful situations.
- A quick and objective analysis of situations to determine the appropriate action in an emergency or urgent situation.
- Knowledge of firearms usage by the airport's Wildlife Hazard Management Plan.
- Excellent organizational and leadership skills to manage multiple staff and collaborate with other airport departments.
- Effective communication skills for large and small group presentations and using two-way radio communication effectively.
- Ability to manage multi-agency, multifunctional teams and oversee complex projects.
- Strong decision-making skills for airside operations during intense or emergency-related situations.
- Excellent written communication skills to create policies, procedures, reports, memoranda, and directives.
- Effective time management and coordination abilities for handling multiple simultaneous activities.
- Proficient in computer usage and related software.

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JOB POSTING

Airport Operations Manager-AOC

POSITION OVERVIEW

Reporting to the Senior Manager, Airport Operations Center, The Airport Operations Manager-AOC is under the umbrella of the Operations department at Tampa International Airport. The Airport Operations Center is a 40-employee dispatch center that is the central point of contact for all calls, emergent in nature, and is open 24 hours a day, seven days a week. The Airport Operations Center is responsible for 911 Public Safety (Police, Fire, and EMS) calls and calls relating to all airport operations and systems, including elevators, escalators, and shuttles. This position manages a staff of six to eight airport dispatchers on rotating shifts. Strong team-building and leadership qualities are a must in this role. In addition, this role is also responsible for planning, training, budgeting supplies, coordinating schedules, and controlling personnel, material, and physical resources to achieve operational and organizational objectives.

POSITION ROLES & RESPONSIBILITIES

Manages the day-to-day operations of the unit/section and coordinates and administers assigned programs and resources.

Manages the administration of the Emergency Communication software, 911 protocols, and computer-aided dispatch geographical requirements.

Manages the emergency evacuation plan and transfer responsibilities for the Airport Operations Center.

Responsible for managing emergency incidents by acting as the liaison between Tampa International Airport and all responding mutual aid resources. Management includes activating the Incident Command Center and fulfilling the role of the ESF2 (NIMS) function until Senior Manager arrives.

Manage operational impacts to Tampa International Airport, such as hurricane activation, roadway and construction projects, movement of passengers, and airline delays and cancellations.

Supervise personnel by providing guidance, training, and motivation to assigned staff; assigns, monitors, and reviews work; evaluates performance and initiates corrective action as needed.

Provides consultation to customers on matters relating to functional areas.

Set direction and priorities and allocate staff and resources to projects and unit initiatives.

Implements expectations and goals for direct reports to ensure operational efficiency and effective administration of the unit.

Manages required equipment logs and is responsible for purchasing and maintaining adequate inventory.

Monitors workflow, data accuracy, and overall quality of work; assures processes and procedures are accomplished according to established guidelines.

Develops and submits detailed justification and persuasive arguments for proposals or unit initiatives but

has no direct budget approval responsibility.

Coordinates with other sections and internal departments within own organization and external agencies/departments to ensure efficient flow of communications and services.

Collaborates with other departments to develop and implement new projects or processes for efficiency.

Prepares various documents to document activities and administer assigned programs and resources.

- Performs various administrative duties in support of the unit's activities.
- Conduct needs analysis for new equipment, software, or personnel budget items.
- Assesses staffing needs and identifies shortfalls;

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Associate's Degree
- High School Diploma/GED
- Of experience working in a law enforcement agency; OR experience working in a call center environment
- Of experience working in a law enforcement agency; OR experience working in a call center environment
- Of experience working in a law enforcement agency; OR experience working in a call center environment

LICENSES AND CERTIFICATIONS

- Must attain Florida Department of Health 9-1-1 PST Certification within 180 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the assigned unit's functions, services, procedures, and regulations.
- Skill in the application of supervisory and leadership techniques.
- Ability to support, promote, and ensure alignment with the departments/agency's goals and vision.
- Ability to establish and maintain effective working relationships with others within and outside their organization.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to remain calm and lead a team during emergencies or incidents
- Excellent oral and written communication skills.
- Ability to effectively manage and guide group efforts.
- Ability to create solutions to problems using new methods and processes.

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JOB POSTING

Airport Operations Manager-Terminal

POSITION OVERVIEW

The Airport Operations Manager is responsible for assessing, evaluating, coordinating, and overseeing all areas of airport operations. Primary duties include supervising airport facilities, safety and security functions, and other operations focused on delivering the premier customer experience. The Airport Operations Manager maintains a safe and secure airport environment by conducting inspections of Airside, Landside, and Ground Transportation areas while coordinating operational and/or security activities. This position coordinates with many stakeholders, including but not limited to airport maintenance personnel, coordinates and manages construction activities to minimize operational impact or disruption, and participates in various phases of emergency management and irregular operations while interacting with airlines, federal agencies, business partners, and airport management.

POSITION ROLES & RESPONSIBILITIES

SUPERVISORY RESPONSIBILITIES

- Directly supervise a staff of at a maximum of one; with the probability of having no direct reports.
- Provides supervisory oversight to many entities outside the department to ensure airport operations remain unencumbered.
- Oversees the professional development of staff to support their overall engagement, growth, and goal achievement.
- Have the ability to employ soft skills and foster strong and productive relationships within the core working group and across departments and verticals.
- Deliver employee performance reviews by established dates, if in a supervisory capacity.

Coordinates with airport tenants and stakeholders for impacts to operations. Works closely with multiple internal and external customers to develop plans of action and response to various issues, including but not limited to security, access control, construction, airside capacity and response, and rule enforcement. Works with tenants to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airport.

Assumes Incident Command responsibility for all airport emergency and security events while on duty.

Resolves operational issues involving airline passengers, airport guests, tenants, public safety, and security.

Oversees the inspection of airport facilities, apron areas, gate positions, terminal buildings, roadways, and ground transportation lots to ensure safe and efficient operation and any other areas as directed.

Make decisions necessary to maintain the continued safe operation of the airport; eliminate or mitigate operational delays or negative impacts to customers with a focus on safety and customer service.

Enforces and actively promotes Airport rules and regulations.

Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.

Evaluates and recommend solutions to operational concerns.

Maintain a good understanding of the needs and concerns of our customers, including all tenants and the general public.

Maintain effective and collaborative working relationships with all airport tenants.

Supports the Airport Security Coordinator to ensure the airport meets all 49 CFR 1542 requirements.

Embody the guiding principles of the department as outlined in the TPA Airport Operations "Rules of Our Road."

Manages the airport's aircraft parking gate and hardstand resources to maximize efficiency and reduce customer impacts.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree
- Bachelor's Degree
- High School Diploma/GED
- experience at a medium or large-hub airport; the ability to act independently and decisively in emergencies.
- Of education, training, and experience directly related to the job-specific functions in the job description.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Possession of a valid Driver's License Upon Hire Required
- Successful completion of eighteen months in the Aviation Authority's Airport Operations Specialist Intern Program. within 1 Year Required
- Must currently hold or obtain, within 1 year of employment, the AAAE Certified Member (C.M.) credential. within 1 Year Required
- Obtain and maintain position appropriate NIMS & emergency management training within 90 Days Required
- Maintain Ramp and Movement Area (MAT) driving privileges. within 90 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to initiate and sustain action to accomplish the goals of the functional area.
- Ability to remain calm and provide guidance to subordinate staff in crisis and/or emergency situations.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to maintain strict confidentiality related to background investigation reports, incident reports, etc.
- Skill in the application of supervision techniques.
- Strong leadership qualities, tact, initiative, good judgment, and an ability to get along with others.
- Ability to collect, organize, and evaluate data and make logical decisions.
- Understands policies, procedures, and instructions.

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JOB POSTING

Airport Operations Safety Systems Manager

POSITION OVERVIEW

The Airport Operations Safety Systems Manager, reporting to the Senior Manager of Safety Programs, is responsible for the development and implementation of the Tampa International Airport's Safety Management Systems (SMS) Program. This role ensures compliance with Federal Aviation Administration (FAA) regulations and guidance. The Airport Operations Safety Systems Manager sets the strategic direction and acts as a champion for the SMS Program, overseeing goal setting, planning, and performance management to facilitate proactive, systematic, and comprehensive safety processes.

POSITION ROLES & RESPONSIBILITIES

Leadership and Direction:

- Lead and direct activities associated with the Airport's SMS Program.
- Champion the SMS Program, instilling safety management principles into the organization's culture.
- Collaborate with HCAA departments, tenants, and community partners to ensure safety management, preparedness, and continuity of operations.

Airside Safety Processes:

- Establish, implement, and continuously improve safety processes for airside operations in compliance with CFR Part 139 regulations.
- Develop, implement, and maintain the Airport Safety Management System Manual, ensuring adherence to federal, state, and local aviation safety laws, rules, and regulations.
- Provides innovations and ideas to continually improve the Airport Safety Management System Manual.
- Creates adaptive process to ensures compliance with federal, state, and local laws, rules, and regulations related to SMS.

Regulatory Compliance and Standards:

- Monitor existing regulations governing activities on airport property and stay updated on emerging standards and policies.
- Promulgate new standards and policies as required.
- Represents the Airport in professional, industry group meetings; stays informed of industry trends and innovations related to the field of airport/aviation safety.
- Demonstrates proficiency in analyzing and evaluating multiple departmental programs, policies, and procedures as they relate to SMS.

Investigation and Root Cause Analysis:

- Conduct investigations into safety-related aspects of airfield operations, identifying contributing factors and root causes.
- Develop measures to prevent or minimize the recurrence of similar safety events.

Recommendations and Corrective Measures:

- Develop recommendations based on data collection, industry data, FAA requirements, and guidance.
- Implement an adaptive approach to SMS by tracking recommendations, documenting findings, and implementing corrective measures.

Hazard Analysis and Policy Development:

- Conduct research and analyze hazards to develop policies and procedures in support of the Safety Management System.

Record-Keeping, Reporting, and Training:

- Maintain records, generate reports, and provide training to employees or other stakeholders to support the implementation of the SMS Program.
- Assists other departments or programs to prepare reports, maintain records, analyze data, and promote the continual improvement of the Airport's SMS Program.

Technical Expertise and Communication:

- Serve as a technical expert in airside safety matters, providing counsel to airside personnel.
- Demonstrate strong interpersonal and communication skills at all levels within and outside the organization.
- Prepare and present clear and concise oral and written reports.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business Administration, Aviation Science, Safety Management, Aviation Safety, or related field.
- Experience in airport management, preferably with airport operations experience at a Part 139 airport, along with demonstrated knowledge of day-to-day airport operations with a thorough understanding of airport standards and regulatory authorities/governing bodies.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certified Safety Professional (CSP) Preferred

PREFERRED QUALIFICATIONS

- of SMS experience in the aviation industry
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Proven experience in developing and implementing training plans.
- Strong organizational and delegation skills.
- Excellent interpersonal and communication skills to establish and maintain relationships with various stakeholders.
- Familiarity with AOC-related systems and technologies.
- Demonstrated problem-solving abilities and attention to detail.
- Flexibility to adapt to changing priorities and operational demands.
- Excellent oral and written communication skills.
- A strategic thinker who can analyze present conditions forecast future needs
- Ability to organize work, set priorities, and determine resource requirements.
- Advanced knowledge of Microsoft Word, PowerPoint, and Excel.

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JOB POSTING

Airport Operations Supervisor-Airfield

POSITION OVERVIEW

The Airport Operations Supervisor-Airfield plays a pivotal role in the efficient and safe operation of an airport. This multifaceted position encompasses a wide range of responsibilities within airport operations, aviation administration, and facilities management. The primary objective is to oversee and manage various critical functions to ensure the smooth functioning of the airport while adhering to stringent regulatory guidelines, particularly those outlined by the Federal Aviation Administration (FAA) under FAA 14 CFR Part 139.

POSITION ROLES & RESPONSIBILITIES

Monitors compliance with federal and state regulations; supervises development and maintenance of the airport policies/procedures, Airport Certification Manual, Wildlife Hazard Management Plan, Airport Emergency Plan, Airport Security Plan, and Airport Master Plan, etc.

Assists in developing procedures for use in aircraft accidents, fires, or other emergencies.

Knowledgeable of and applies procedures per Federal Aviation Advisory Circulars.

Inspects airport facilities, such as runways, buildings, lighting, etc., to determine required repairs, replacement, or improvements.

Demonstrates effective written & verbal communication and positive public relations with the ability to handle potentially contentious situations effectively.

Assists in the enforcement of aircraft parking; monitors and ensures conformance with all applicable regulations and ordinances; initiates corrective action.

Issues NOTAMS (Notice to Airmen) when required by airport conditions.

Performs daily, nightly, periodic, and special airfield inspections.

Responds to airfield operational concerns.

Responds to issues from the airport tenants and the public.

Embody the department's guiding principles outlined in the TPA Airport Operations "Rules of Our Road."

Must be able and willing to work rotating shifts, holidays, and weekends.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Aviation/Airport Management, Business, Public Administration or related field
- Two (2) years Aviation experience in an area specifically related to airfield operations
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Valid Florida Driver's License Upon Hire Required
- AAAE Airport Certified Employee Airfield Operations Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Understand and implement appropriate Federal Aviation Administration regulations and advisor circulars as they apply to FAR Part 139.
- Obtain and maintain position-appropriate NIMS & emergency management training.
- Maintain Ramp and Movement Area (MAT) driving privileges
- Ability to maintain records and prepare technical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, and the general public.
- Ability to use a computer and related software.
- Ability to maintain a valid driver's license and insurability with the Authority.
- Ability to perform independently and make critical decisions under stressful/demanding situations.
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency/urgent situations.
- Ability to use firearms in accordance with the airport's Wildlife Hazard Management Plan.
- Collaborate with other Airport departments.
- Write grammatically correct reports, memoranda, directives, and letters to inform tenants, staff, and others of airside policies and procedures.
- Ability to plan and coordinate multiple activities occurring simultaneously.
- Ability to use a computer and related software.
- Efficiently and professionally collaborate with employees from diverse professional backgrounds, educational levels, specialization, and affiliation.
- Must be able to lift and/or move up to 50-75 pounds.
- Must be able to work in inclement weather conditions.
- Must be able to operate a vehicle for extended periods
- Must be able to work on various assignments. Exposed to chemicals, fumes, solvents, machinery, moving objects/vehicles, dust, slippery/uneven surfaces, confined spaces, and excessive noise (amount of exposure varies based on assignment).

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JOB POSTING

Airport Operations Supervisor-Terminal

POSITION OVERVIEW

The Airport Operations Supervisor performs a wide variety of duties within airport operations, aviation administration, and facilities management. Primary duties include monitoring of airport facilities, safety and terminal inspections, security functions, and responding to irregular operation events.

POSITION ROLES & RESPONSIBILITIES

Resolves operational issues involving airline passengers, airport guests, tenants, public safety, and security.

Coordinates with airport tenants and stakeholders for impacts to operations.

Oversees the inspection of airport facilities, apron areas, gate positions, terminal buildings, roadways, and ground transportation lots to ensure safe and efficient operation and any other areas as directed.

Makes decisions necessary to maintain the continued safe operation of the airport; eliminate or mitigate operational delays or negative impacts to customers with a focus on safety and customer service.

Works with tenants to gain and maintain compliance with all federal, state, and county regulations for the safe operation of the airport.

Demonstrates effective written & verbal communication and positive public relations with the ability to effectively handle potentially confrontational situations.

Proactive planning to identify and mitigate impacts to operations.

Provides information to representatives of various agencies, groups, governmental officials, and employees to explain and interpret airport regulations and procedures.

Evaluates and recommends solutions to operational concerns.

Assists in the enforcement of aircraft gating and parking; monitors and ensures conformance with all applicable regulations and ordinances; initiates corrective action.

Supports the Airport Security Coordinator to ensure the airport meets all 49 CFR 1542 requirements.

Responds to terminal operational concerns.

Responds to issues from the airport tenants and the public.

Embody the guiding principles of the department as outlined in the TPA Airport Operations “Rules of Our Road”.

Provides indirect supervision of day-to-day activities that occur across TPA Campus.

Have the ability to employ soft skills and foster strong and productive relationships within the core working group and across departments and verticals.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Aviation related field or an equivalent combination of education and relevant work/industry/military/jo
- of experience in an Aviation related field

LICENSES AND CERTIFICATIONS

- Valid Driver's License
- NIMS & emergency management training within 120 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to maintain records and prepare technical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, and the general public.
- Ability to use a computer and related software.
- Ability to use initiative and exercise sound judgment.
- Ability to maintain a valid driver's license and insurability with the Authority.
- Ability to perform independently and make critical decisions under stressful/demanding situations.
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency/urgent situations.
- Collaborate with other Airport departments.
- Write grammatically correct reports, memoranda, directives, and letters to inform tenants, staff, and others of airside policies and procedures.
- Ability to plan and coordinate multiple activities occurring simultaneously.
- Ability to use a computer and related software.
- Efficiently and professionally collaborate with employees from diverse professional backgrounds, educational levels, specialization, and affiliations.

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JOB POSTING

Airport Operations Training Manager (AOC & CJIS)

POSITION OVERVIEW

The Airport Operations Training Manager (AOC & CJIS) oversees and coordinates compliance efforts related to Criminal Justice Information Systems (CJIS) and certification requirements for Public Safety Telecommunicators and the Dispatcher Training Program. Reporting to the Manager of Airport Operations Center (AOC) and Compliance, the Airport Operations Training Manager evaluates the strategic needs of the AOC's operation and develops training plans to ensure continued education for dispatchers. The successful candidate must effectively delegate training-related tasks for new hires and existing dispatchers, evaluate the performance of probationary employees, and make retention recommendations to senior leadership. Additionally, the Airport Operations Training Manager leads efforts in preparation for Florida Department of Law Enforcement (FDLE) CJIS audits and establishes and maintains best practices for handling criminal justice information while maintaining effective relationships with Tampa International Airport Police Department personnel.

POSITION ROLES & RESPONSIBILITIES

Provide primary oversight of AOC dispatcher trainee progress.

Maintain CJIS and training-related records.

Regularly engage with trainers and trainees to ensure effective training processes.

Develop and deliver online and in-person training sessions.

Provide tours to visitors, showcasing the AOC's operations.

Administer various AOC-related systems, including ReadyOp, AirportVision, Criticall, Vanguard DMS, CAD, DAVID, and more.

Design and publish procedural or call-handling guides to ensure consistent practices.

Successfully recertify dispatchers and the training program through the Florida Department of Health.

Assist with Quality Assurance efforts to ensure high-quality service delivery.

Oversee dispatcher recruitment efforts to ensure a skilled and efficient team.

Demonstrate scheduling flexibility to accommodate operational needs.

Evaluate the performance of Public Safety Dispatchers and provide feedback.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Public Or Business Administration, Airport Management or another related field.
- Of experience in Public Safety Telecommunications
- Of experience as leader or supervisor with proven experience in developing and implementing training plans
- Of experience in Public Safety Telecommunications
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- CJIS Full Access Certification Upon Hire Required
- FDLE CJIS Agency Coordinator Certification Upon Hire Required

PREFERRED QUALIFICATIONS

- Bachelor's Degree Public Or Business Administration, Airport Management or another related field.
- Of experience as a CJIS Agency Coordinator or Alternate Coordinator

KNOWLEDGE, SKILLS & ABILITIES

- Proven experience in developing and implementing training plans.
- Strong organizational and delegation skills.
- Excellent interpersonal and communication skills to establish and maintain relationships with various stakeholders.
- Ability to handle confidential and sensitive information with discretion.
- Familiarity with AOC-related systems and technologies.
- Demonstrated problem-solving abilities and attention to detail.
- Flexibility to adapt to changing priorities and operational demands.
- Excellent oral and written communication skills.
- Ability to effectively manage and guide group efforts.
- A strategic thinker who can analyze present conditions forecast future needs
- Ability to organize work, set priorities, and determine resource requirements.
- Advanced knowledge of Microsoft Word, PowerPoint, and Excel.

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JOB POSTING

Airport Systems Automation Technician

POSITION OVERVIEW

Performs duties in the analysis, design, development, testing, implementation, management and repair of automated Programmable Logic Controller (PLC) and computer-controlled airport systems.

POSITION ROLES & RESPONSIBILITIES

- Analyzes, programs, designs, implements, operates, troubleshoots, and maintains critical automated airport systems, including but not limited to the automated baggage system, rental car fueling system, and airplane passenger loading bridges (jet-ways).
- Programs, tests, edits and troubleshoots proposed hardware and software changes to complex, critical airport systems using PLC ladder logic as required for improved system operation.
- Justifies and documents proposed changes to affected certified systems for approval by the Department of Homeland Security and management prior to implementation.
- Provides after-hours support and remote troubleshooting via virtual private networks to PLC hardware, software, and controls networks, workstations, and server computers to minimize customer impact on critical airport systems.
- Performs post-incident analysis of automated system issues.
- Provides recommendations for improved preventive maintenance actions; implements improvements to existing software reporting and programming, and develops contingency plans to reduce the impact of future occurrences.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Electrical, Mechanical, Aeronautical, or Marine Engineering
- Two (2) years Of experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment.
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of software applications installation, operation, testing, and maintenance methods and techniques of Programmable Logic Controllers, Human Machine Interface software and data historian software such as RSLogix, RSView, RSNetworx tools, SQL server and current Microsoft operating systems.
- Considerable knowledge of systems analysis techniques.

- Considerable knowledge of materials, tools and methods used in the repair, maintenance and servicing of electrical, electronic, pneumatic and hydraulic equipment and devices.
- Considerable knowledge of industrial electronics.
- Considerable knowledge of the parts requirements and inter-changeability of parts between various pieces of equipment.
- Skill in the use of specialized test equipment and tools used to diagnose and repair computer-controlled airport operations support systems and equipment.
- Ability to read, review, and interpret technical reports, contracts, specifications, and plans.
- Ability to read and program logic controllers.
- Ability to operate commonly used electronic testing equipment.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to train users in computer concepts and applications, and to provide technical assistance to computer staff.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with others.

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JOB POSTING

Airport Systems Engineering Technician

POSITION OVERVIEW

An Airport Systems Engineering Technician is responsible for the maintenance, operation, and repair of various airport systems and equipment. These systems may include airfield lighting, navigational aids, communications equipment, security systems, and various other mechanical, electrical, and electronic equipment. The technician is also responsible for troubleshooting and diagnosing problems, performing repairs and maintenance, and ensuring that all equipment and systems are operating at peak efficiency. The role of an Airport Systems Engineering Technician requires technical skills, knowledge of electrical and mechanical systems, and experience in working with various types of equipment. Additionally, the technician must be able to work effectively in a team environment, be adaptable to changing conditions and work schedules, and have strong problem-solving and communication skills. The technician may work on-call, as airports operate 24/7, and they must be able to respond quickly to emergencies and urgent maintenance requests. The technician may also be required to work in outdoor environments and in varying weather conditions. Overall, the Airport Systems Engineering Technician plays a critical role in ensuring the safe and efficient operation of airport systems and equipment, which is essential to the overall functioning of the aviation industry.

POSITION ROLES & RESPONSIBILITIES

Responds to shuttle, elevator, escalator, moving sidewalks, passenger loading bridge, baggage conveyor, and other complex airport operations support system outages, diagnoses problems, and repairs or assists with repairs to restore failed system to normal operation in a timely manner to minimize disruption of service to customers.

Oversees and assists in the overhaul and major upgrade to elevators, escalators, shuttles, conveyors, and other complex airport operations support systems and equipment to insure equipment is maintained in a high state of serviceability.

Inspects high tech systems that are being overhauled or upgraded for compliance with plans and specifications.

Participates in the research and development of preventative and corrective maintenance

Participates in the research and development of preventative and corrective maintenance procedures of newly acquired systems and equipment to insure serviceability and prolong the life cycle of the equipment.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of experience in the operation and maintenance of mechanical, electrical, or hydraulic equipment.

- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific functions.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of design, operation, and maintenance criteria for computer-controlled airport operations support systems and equipment.
- Working knowledge of electrical and mechanical engineering principles and practices.
- Some knowledge of airport terminology and operating philosophy.
- Skill in the use of specialized test equipment and tools used to diagnose and repair computer-controlled airport operations support systems and equipment.
- Ability to operate a computer.
- Ability to read, review, and interpret technical reports, contracts, specifications, and plans.
- Ability to read and program logic controllers.
- Ability to operate commonly used electronic testing equipment.
- Ability to identify discrepancies between construction specification drawings and work performed.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.

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JOB POSTING

AOC Dispatcher I

POSITION OVERVIEW

The role of Airport Operations Center (AOC) Dispatcher I involves undergoing comprehensive on-the-job training to attain proficiency in a range of tasks that contribute to the smooth functioning of Tampa International Airport Operations, as well as supporting Public Safety and Security activities both within the airport premises and the surrounding area on a 24/7 basis. Responsibilities encompass diverse duties such as overseeing airport operations and public safety audio-visual communication systems, managing incoming emergency and non-emergency calls, and effectively utilizing computer-controlled systems and communication tools to furnish information and coordinate the dispatch of personnel for prompt interventions. Successful completion of this training renders incumbents eligible for further developmental opportunities and the potential for advancement to the role of AOC Dispatcher II and III.

POSITION ROLES & RESPONSIBILITIES

General Airport Dispatching Duties:

- Monitors airport audio and video communication systems.
- May receive and direct emergency and non-emergency calls for service using digital and analog voice communications equipment and a computer dispatch system.
- Determines the location of the incoming emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).
- Conveys a variety of information related to airport activities to airport personnel, vendors, service contractors, and the general public as required.
- Initiates emergency and non-emergency call-backs to obtain or provide additional information or to follow up on disconnected calls.
- Maintains records and reports, including shift reports and operations logs. Performs duties at temporary emergency command centers and locations during periods of local, state, and national emergencies, as required.
- Testifies in court to provide an accurate account of information related to emergency/non-emergency calls for assistance, as required.
- Completes designated airport operations or public safety dispatching training programs as the Aviation Authority requires.

Airport Operations Dispatching Duties:

- Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.
- Activates the Aviation Authority emergency communication notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operations impacts.
- Responds to requests for flight information, pages, general information, and inquiries from the general public and airport tenants regarding operations-related issues.

Airport Public Safety Dispatching Duties:

- Receives incoming 911 emergency and non-emergency calls for assistance, makes inquiries to solicit additional relevant information when needed, and assesses knowledge to determine the nature and urgency of calls for assistance.

- Enters public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.
- Dispatches emergency response personnel using digital and analog voice communications equipment and an emergency computer dispatch system.
- Accesses and enters sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.
- Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arriving at the emergency location.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of experience dispatching calls for assistance or performing customer service duties.
- An equivalent combination of education, training, and experience would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of CJNET, FCIC, and NCIC law enforcement databases.
- Working knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems related to the area of assignment.
- Working knowledge of CPR and First Aid procedures and techniques. Working knowledge of the Airport layout, facilities, and operations systems. Working knowledge of Aviation Authority policies, procedures, and guidelines.
- Skill in operating a multi-line or computerized telephone and using digital, audio, or radio communications equipment.
- Ability to multitask under potentially stressful conditions.
- Ability to demonstrate a high degree of customer service skills while interacting with both external and internal customers.
- Ability to accurately assess emergency and non-emergency information, make correct decisions and take appropriate action.
- Ability to use a computer and related software.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow established procedures and pay close attention to detail.
- Ability to locate offices, agencies, or individuals promptly through directories or other information sources.
- Ability to maintain confidential information.
- Ability to work effectively with others.
- Some knowledge of airport operations, law enforcement, emergency medical, and fire terminology based on the area of assignment.
- Some knowledge of computerized mapping systems and related software use and application.
- Some knowledge of digital and audio communications equipment operation.
- Some knowledge of effective communication techniques.
- Ability to accurately sort, file, and retrieve materials using alphabetical, numerical, or chronological information systems.
- Ability and willingness to work rotating shifts, including nights, weekends, and holidays.

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JOB POSTING

AOC Dispatcher II

POSITION OVERVIEW

Performs advanced duties monitoring airport operations or public safety communications systems, and receives and directs airport operations or public safety emergency and non-emergency assistance call requests utilizing various computer-controlled systems and communications equipment to dispatch personnel to provide timely responses to requests for assistance.

POSITION ROLES & RESPONSIBILITIES

Monitors airport audio and video operations and public safety communication systems.

May receive incoming 911 emergency and non-emergency calls for assistance, make inquiries to solicit relevant information, and assess information to determine the nature and urgency of calls for assistance.

Enters operations or public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.

Dispatches response personnel using digital and analog voice communications equipment and/or an emergency computer dispatch system.

May access and enter sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

Determines the location of the emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).

Researches local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, and locate other relevant data and provides information to emergency response personnel before arrival at the emergency location.

Operates various computer systems and programs, including aviation-specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

Activates the Aviation Authority emergency communications notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operational impacts.

Responds to requests for flight information, pages, general information, and inquiries from the general public and tenants regarding airport operations and public safety issues.

Conveys a variety of information related to airport operations and public safety activities to airport personnel, vendors, service contractors, and the general public as required.

Maintains records and reports, including shift reports and operations logs.

Initiates emergency and non-emergency call-backs to obtain additional information or follow-up on disconnected calls.

May perform duties at temporary emergency command centers and locations during periods of local, state, and national emergencies, as required.

Testifies in court to provide an accurate account of information related to emergency/non-emergency calls for assistance, as required.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Successful completion of designated airport operations or law enforcement dispatcher training programs, including possession of all required certifications

LICENSES AND CERTIFICATIONS

- Successful completion of designated airport operations or law enforcement dispatcher training programs, including possession of all required certifications Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Understanding of CJIS Security Clearance Expectations within the Airport Operations Center
- Working knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems.
- Working knowledge of the Airport layout, facilities, operations systems, and airport public safety operations.
- Working knowledge of Aviation Authority policies, procedures, and guidelines.
- Working knowledge of effective communication techniques.
- Working knowledge of digital and audio communications equipment operation.
- Working knowledge of computerized mapping systems and related software use and application.
- Working knowledge of CPR and First Aid procedures and techniques.
- Working knowledge of law enforcement, emergency medical, and fire terminology.
- Skill in operating a multi-line or computerized telephone, and i operating digital, audio, or radio communications equipment.
- Ability to multitask under potentially stressful conditions.
- Ability to demonstrate a high degree of customer service skills while interacting with both external and internal customers.
- Ability to accurately assess emergency and non-emergency information, make correct decisions and take appropriate action.
- Ability to use a computer and related software.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow established procedures and pay close attention to detail.
- Ability to locate offices, agencies or individuals promptly through directories or other information sources.
- Ability to maintain confidential information.
- Ability to work effectively with others.
- Ability to accurately sort, file, and retrieve material using alphabetical, numerical, or chronological systems.
- Ability and willingness to work rotating shifts including nights, weekends, and holidays.

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JOB POSTING

AOC Dispatcher III

POSITION OVERVIEW

The Airport Dispatcher III is part of the Airport Operations Center team supporting Tampa International Airport's operations and public safety and security activity within the airport and surrounding area 24 hours every day. Responsibilities include answering emergency phone calls, processing sensitive information, and dispatching first responders by radio when required. Airport Dispatchers III also monitors and operate systems that include communication of video security and patron transportation, such as the Airport's shuttle system, while taking customer service phone calls from patrons and fellow employees looking for assistance.

POSITION ROLES & RESPONSIBILITIES

Monitors airport audio and video operations and public safety communication systems.

May receive incoming 911 emergency and non-emergency calls for assistance, make inquiries to solicit relevant information, and assess information to determine the nature and urgency of calls for assistance.

May enter public safety-related information into the Computer Aided Dispatch (CAD) system and redirects calls to specific or alternate emergency responding agencies or departments.

Dispatches responders using digital and analog voice communications equipment and/or a computer dispatch system.

May access and enter sensitive law enforcement data in local, state, and federal databases for investigative purposes, including the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC) databases.

May determine the location of the emergency and non-emergency calls initiated from landlines or cellular phones using a Global Positioning System (GPS).

May research local, state, and federal databases when requested or when circumstances dictate to review criminal justice records, search for outstanding warrants, locate other relevant data, and provide information to emergency response personnel before arrival at the emergency location.

Operates various computer systems and programs, including aviation specific systems, airport facility systems and equipment, security alarm systems, and closed-circuit television (CCTV) systems.

Activates the Aviation Authority emergency communications notification system to notify tenants and authorities of emergencies, impending severe weather, and other critical airport operational impacts.

Responds to requests for flight information, pages, general information, and inquiries from the general public and tenants regarding airport operations and public safety issues.

Conveys a variety of information related to airport operations and public safety activities to airport personnel, vendors, service contractors, and the general public as required.

Maintains records and reports, including shift reports and operations logs.

Initiates emergency and non-emergency call-backs to obtain additional information or follow-up on disconnected calls.

Performs duties at temporary emergency command centers and locations during periods of local, state, and national emergencies, as required.

Testifies in court to provide an accurate account of information related to emergency/non-emergency calls for assistance, as required.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of Operations or Public Safety dispatcher experience within the Airport Operations Center
-

LICENSES AND CERTIFICATIONS

- Successful completion of designated airport operations or law enforcement dispatcher training programs, including possession of all required certifications Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Understanding of CJIS Security Clearance Expectations within the Airport Operations Center
- Working knowledge of the Airport Communication Center regulations and standard operating procedures and airport operations and public safety dispatching systems.
- Working knowledge of the Airport layout, facilities, operations systems, and airport public safety operations.
- Working knowledge of Aviation Authority policies, procedures, and guidelines.
- Working knowledge of effective communication techniques.
- Working knowledge of digital and audio communications equipment operation.
- Working knowledge of computerized mapping systems and related software use and application.
- Working knowledge of CPR and First Aid procedures and techniques.
- Working knowledge of law enforcement, emergency medical, and fire terminology.
- Skill in operating a multi-line or computerized telephone, and in operating digital, audio, or radio communications equipment.
- Ability to multitask under potentially stressful conditions.
- Ability to demonstrate a high degree of customer service skills while interacting with both external and internal customers.
- Ability to accurately assess emergency and non-emergency information, make correct decisions and take appropriate action.
- Ability to use a computer and related software.
- Ability to communicate effectively, both orally and in writing.
- Ability to follow established procedures and pay close attention to detail.
- Ability to locate offices, agencies, or individuals promptly through directories or other information sources.
- Ability to maintain confidential information.
- Ability to work effectively with others.
- Ability to accurately sort, file, and retrieve material using alphabetical, numerical, or chronological systems.
- Ability and willingness to work rotating shifts including nights, weekends, and holidays.

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JOB POSTING

AOC Leadership & Performance Manager

POSITION OVERVIEW

The Manager, AOC Leadership and Performance, reports directly to the Senior Manager, Airport Operations Center (AOC) The AOC falls under the umbrella of the Airport Operation's Department at Tampa International Airport. The AOC is the central point of contact for all Authority-related communications and is open 24 hours a day, seven days a week. The AOC is responsible for 911 Public Safety (E.g. Police, Fire, EMS) calls, as well as calls relating to all airport operations and systems, including elevators, escalators, and shuttles. This position is responsible for the daily operation and leadership of the AOC. The role of the Manager, AOC Leadership and Performance is to lead a staff of shift managers to which all dispatchers report. Strong team building, leadership, and project management skills are a must in this role. In addition, this role is also responsible for planning AOC staffing, budgeting supplies, evaluating performance, and controlling personnel, material, and physical resources to achieve day-to-day operational and organizational objectives.

POSITION ROLES & RESPONSIBILITIES

Leads and develops a team of AOC shift managers that will deliver consistent and successful leadership to subordinates.

Promotes relationships between AOC dispatchers and shift managers to facilitate and foster engagement and professional development.

Coordinates with the AOC Manager of Training and Compliance to address gaps in staffing and team performance.

Implements and oversees the operational standards of the AOC across all hours and shifts.

Leads change management processes that influence AOC personnel or practices.

Sets direction and prioritizes the allocation of staff and resources to projects and AOC initiatives.

Reviews applicable technology and literature, surveys agency/department personnel, and confers with Senior Manager and other stakeholders to determine the needs of the AOC.

Identifies, develops, and implements new systems, processes, and technologies to improve efficiency and reduce costs to the Authority.

Performs regular AOC department practices, procedures, and operating guides to identify and remedy issues and/or inconsistencies.

Manages personnel through providing guidance, training, and motivation to assigned staff; Assigns, monitors, and reviews work; and evaluates performance and initiates corrective action as needed.

Performs a variety of project and administrative duties in support of the unit's activities.

Implements expectations and goals for direct reports to ensure operational efficiency and effective

administration of the unit.

Manages required equipment logs and is responsible for purchasing and maintaining adequate inventory.

Demonstrates effective written and verbal communication, and positive public relations, with the ability to effectively handle potentially confrontational situations.

Monitors work flow, data accuracy, and overall quality of work, and assures that processes and procedures are accomplished according to established guidelines.

Develops and submits detailed justification and persuasive arguments for proposals or unit initiatives, but has no direct budget approval responsibility.

Coordinates with other sections and internal departments within own organization and external agencies/departments to ensure efficient flow of communications and services.

Provides consultation to customers on matters relating to functional area.

Collaborates with other departments to develop and implement new projects or processes for efficiency.

Prepares a variety of documents for the purpose of documenting activities and administering assigned programs and resources.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university
- Graduation from an accredited two year degree granting college or university
- Or equivalent
- Of management experience working in a law enforcement agency or call center environment
- Of management experience working in a law enforcement agency or call center environment.
- Of management experience working in a law enforcement agency or call center environment.

LICENSES AND CERTIFICATIONS

- Must attain Florida Department of Health 9-1-1 PST Certification within 180 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the functions, services, procedures, and regulations of the assigned unit.
- Skill in the application of supervisory and leadership techniques.
- Ability to support, promote, and ensure alignment with the departments/agency's goals and vision.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to remain calm and lead a team during emergency situations or incidents.
- Excellent oral and written communication skills.
- Proficiency in public speaking
- Ability to effectively manage and guide group efforts.
- Ability to create solutions to problems using new methods and processes.

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JOB POSTING

AOC Training and Compliance Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Airport Operations Center, The AOC Training and Compliance Manger is under the umbrella of the Airport Operations Department at Tampa International Airport. The Airport Operations Center is a 40-employee dispatch center that is the central point of contact for all calls, emergent in nature and is open 24 hours a day, seven days a week. The Airport Operations Center is responsible for 911 Public Safety (Police, Fire, EMS) calls as well as calls relating to all airport operations and systems including elevators, escalators and shuttles. This position is responsible for the development of the AOC training Program and Criminal Justice compliance procedures to industry standards and regulations. This role leads a staff of two Coordinators (CJIS and Training), as well as all dispatch trainees. Strong team building, leadership, and project management qualities are a must in this role. In addition this role is also responsible for planning, training, budgeting supplies, coordinating schedules, and controlling personnel, material, and physical resources to achieve operational and organizational objectives.

POSITION ROLES & RESPONSIBILITIES

Manages the recruitment and development of a team of dispatcher trainers and mentors.

Coordinates with Human Resources to recruit for positions and interview candidates.

Manages the AOC's compliance of training standards and CJIS policies to industry requirements to include certification of personnel, programs, and processes.

Responsible for the development of educational programs designed to enhance the competencies of dispatchers and trainees.

Leads change management processes for training needs that influence AOC personnel or practices.

Serves as the agencies lead point of contact with the FBI and FDLE on all CJIS related items and audits

Sets direction and priorities and allocates staff and resources to projects and unit initiatives.

Supervises personnel through providing, guidance, training and motivation to assigned staff; assigns, monitors and reviews work; evaluates performance and initiates corrective action as needed.

Serves as the lead point of contact with the Florida Department of Health on all Training Program and Dispatcher certifications

Performs a variety of administrative duties in support of the unit's activities.

Responsible for coordinating and facilitating the agencies AOC Dispatcher Training Academy for new hires

Implements expectations and goals for direct reports, to ensure operational efficiency and effective administration of unit.

Manages required equipment logs and responsible for purchasing and maintaining adequate inventory.

Monitors work flow, data accuracy, and overall quality of work; assures processes and procedures are accomplished according to established guidelines.

Assesses staffing needs and identifies shortfalls;

Conduct needs analysis for new equipment, training, software or personnel budget items.

Develops and submits detailed justification and persuasive arguments for proposals or unit initiatives, but has no direct budget approval responsibility.

Coordinates with other sections and internal departments within own organization and external agencies/departments to ensure efficient flow of communications and services.

Provides consultation to customers on matters relating to functional area.

Collaborates with other departments to develop and implement new projects or processes for efficiency.

Prepares a variety of documents for the purpose of documenting activities and administering assigned programs and resources.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university
- Or equivalent
- Of supervisory or training management experience working in a law enforcement agency or call center environment
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LICENSES AND CERTIFICATIONS

- Must attain Florida Department of Health 9-1-1 PST Certification within 180 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of adult learning principles and training curriculum development
- Considerable knowledge of CJIS material and procedures for audits
- Considerable knowledge of the functions, services, procedures, and regulations of the assigned unit.
- Skill in the application of supervisory and leadership techniques.
- Ability to support, promote, and ensure alignment with the departments/agency's goals and vision.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to remain calm and lead a team during emergency situations or incidents
- Excellent oral and written communication skills.
- Proficiency in public speaking as a presenter and educator.
- Ability to effectively manage and guide group efforts.
- Ability to create solutions to problems using new methods and processes.

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Assistant General Counsel

POSITION OVERVIEW

This position assists in legal matters for the Authority and is responsible for the performance of a wide variety of legal duties including researching legal issues, preparing memorandums of law, providing advice to staff and reviewing leases, contracts and agreements for the Authority such as airline agreements, concession/commercial development agreements, land acquisition and ground leases, construction and consultant agreements and the lease of airport facilities at the Authority's four airports. This position will review the legal sufficiency of contracts and agreements in accordance with federal, State, local and Authority operating directives, rules and regulations. Experience with and knowledge of Florida Public Records Act and Florida Sunshine Law a plus. The incumbent will assist in ensuring that contracts, leases and agreements clearly define the interests of the parties involved; are consistent; accurately identify the parties' obligations; outline performance standards and DBE goals and expectancies; and represent the current regulatory environment.

POSITION ROLES & RESPONSIBILITIES

Review contracts, grant agreements, concession agreements, vendor agreements, user agreements, leases, easements, permits and similar documents.

Draft and preparation of contracts or other legal documents.

Provide research services for various legal issues.

Research and prepare memorandums of law for various legal issues.

Administrative dispute resolution.

Overseeing outside counsel litigation.

Attend depositions, court hearings and other matters on behalf of the Authority.

Other duties and assignments as may be required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Master's Degree Juris Doctor degree from an accredited school of law
- Three (3) years Experience in local governmental law (preferred), insurance, construction, finance, or real property.

LICENSES AND CERTIFICATIONS

- Bar Admission Required

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Associate ITS System Administrator

POSITION OVERVIEW

This position will be engaged in professional information technology work installing and configuring systems, installing server hardware and software, as well as maintenance and repair of issues with various system hardware and software. The work is tier 2 to tier 3 in nature in the ITS (Information Technology Services) Department and includes intermediate server and system technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on server and system related projects of intermediate scope and complexity. Employees in this class are expected to support the resolution of intermediate work problems and tasks under limited supervision in one or more of the following areas: servers, systems, storage, software and peripherals as well as to act as an escalation point for issues not able to be resolved by lower tiers. Work requires creative and original thinking and is performed under the direction of more senior ITS staff. A highly customer service driven approach is required. This role typically reports to the ITS Infrastructure Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates intermediate knowledge in at least one of the departmental section disciplines: server management, system administration, network management, desktop management, mobile device management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated intermediate proficiency in at least one of the following core competencies: analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.

Performs basic setup, installation, and configuration of the operating system (including hardware and software) and assists with the setup, installation, and configuration of new software releases and upgrades.

Creates and manages user directories and files on the server platforms.

Monitors, diagnoses and resolves common operating system problems

Assists with the troubleshooting, maintenance and repair of operating systems and applications.

Assists with backup and recovery processes

Assists with the evaluation and recommendation of various software and hardware solutions to meet user needs.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.
- Of information technology experience in intermediate support of servers, systems, software, peripherals and storage technology.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Florida Driver's License Required
- CDL - Group A - Commercial Drivers License Florida Commercial Driver's License and endorsement Required

KNOWLEDGE, SKILLS & ABILITIES

- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities and credentials relevant to a position.
- Strong knowledge of Microsoft Windows Server environments, preferably 2012R2, 2016.
- Knowledge of server virtualization technologies, preferably VMware versions 6.0 and 6.5.
- Knowledge of backup/restore technologies and products, preferably NetBackup
- Knowledge of Microsoft Windows Server Clustering.
- Some knowledge of Red Hat Enterprise Linux Version 6 or Version 7.
- Knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of data center configuration and operational support methodology.
- Knowledge of Active Directory management, including but not limited to, Group Policy administration, replication, and user/group permissions.
- Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.
- Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, and NAS.

- Willingness to learn, research and support new technologies
- Willingness to support critical systems after normal working hours.
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Intermediate skill in managing personal daily activities and tasks for self.
- Intermediate skill in the use and application of reference materials to support the resolution of standard problems.
- Intermediate skill in the application of theory in resolving problems.
- Intermediate skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies and procedures.
- Ability to take ownership of, and support the resolution of, standard problems.

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The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

JOB POSTING

Audit Manager

POSITION OVERVIEW

Performs a wide range of professional assurance and consulting engagements with minimal supervision. Responsible for management of engagements from start to finish including the development of objectives, scope, and engagement work programs. Independently performs complex test work while assigning, reviewing, and supervising work of less experienced auditors. Performs all work in accordance with professional auditing standards. Collaborates with the Internal Audit Team, employees from other business units, and commercial entities with whom contractual relationships exist to identify areas of risk, make valuable recommendations, and influence positive change. Develops strong rapport with internal stakeholders and communicates frequently with clients. Prepares final reports and presents engagement results to management. Reports to the Director of Internal Audit. Minimal travel required. The Authority does have a flexible work policy that allows for a hybrid work schedule (some in-person and some remote work). All essential job functions can be performed in the office or remotely.

POSITION ROLES & RESPONSIBILITIES

Plans, coordinates, and performs assurance and consulting engagements from beginning to end in accordance with the annual audit plan. This includes planning procedures to develop objectives, scope, and methodology; preparation of well-organized and complete workpapers that document procedures performed, results, and conclusions; assigning and reviewing the work of other auditors assigned to the engagement; preparation of memos and reports; and communication of engagement results with management.

Responsible for highly complex areas of an engagement while providing support to audit staff in their performance of less complex areas.

Directly supervises, trains, schedules, assigns work, and prepares performance reviews of intern and staff level auditors.

Identifies and communicate issues and offers recommended solutions relevant to business and risk. Evaluates issues identified for inclusion in report by distinguishing between critical and noncritical matters when assessing the significance of deficiencies and making recommendations for improvement.

Regularly communicates engagement progress, technical problems, and potential issues identified to supervisor and stakeholders.

Attends meetings and communicates effectively with various Authority Department representatives and representatives from external organizations, as needed. Represents the department in outside meetings and conferences, as needed.

Performs special projects and participates in Authority-wide initiatives as assigned.

Participates in decisions relating to changes in auditing policies and procedures within the Department.

Attends and participates in continuing professional education opportunities throughout the year.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field AND
- of supervisory or project management experience as a professional Auditor.
- OR an equivalent combination of related experience, training, and education necessary to perform successfully in the role.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) OR Upon Hire Required
- Certified Internal Auditor (CIA) OR Upon Hire Required
- Certified Information Systems Auditor (CISA) OR Upon Hire Required
- Note: If not currently a Certified Internal Auditor, the Internal Audit Manager will be expected to become certified by the end of the second year of employment. Required

KNOWLEDGE, SKILLS & ABILITIES

- Advanced proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint, etc.)
- Thorough knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book).
- Thorough knowledge of proper workpaper techniques such as referencing, indexing, etc. Ability to ensure results and conclusions are well-documented in accordance with professional standards and the Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures. Must be able to provide constructive feedback to audit staff as part of the review process.
- Ability to analyze and interpret complex data, devise audit procedures and techniques, and evaluate results.
- Ability to easily adapt to change.
- Ability to work directly with Legal Affairs regarding interpretations of laws, rules, regulations, contracts, etc.
- Thorough knowledge of supervisory principles and practices.
- Ability to participate effectively in the formulation of departmental policies and procedures and to stay informed on revisions to applicable Authority, Department, and professional policies, procedures, and standards to ensure conformance.
- Ability to communicate effectively and persuasively, both verbally and in writing.
- Ability to work effectively with personnel in the Department, in other Authority Departments, and from outside the Organization.
- Ability to work in both individual contributor and team roles.
- Strong organization and follow-up skills, including handling competing priorities to meet deadlines and commitments.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action, and plan for follow-up testing.
- Ability to maintain professional certifications and desire to obtain new certifications as part of continued professional development.
- Ability to perform work with objectivity and integrity and ability to maintain confidential information. Must adhere to Department independence and ethics standards.
- General knowledge of federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.
- General knowledge of the principles of governmental accounting, business, and public administration.

- Ability to determine the adequacy and effectiveness of management controls over operational activities.
- Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.
- Experience with general information systems auditing (general computer controls, finance-related software applications).
- Experience with electronic audit work paper software is preferred.
- Experience with data analysis software is a plus.
- Experience in construction auditing is a plus.

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JOB POSTING

Automated Systems Technician

POSITION OVERVIEW

The ideal candidate for this position will have experience in the operation and maintenance of specialized automated equipment such as conveyors, heavy industrial equipment and other electro-mechanical systems that are specific to an airports operation. This is a skilled position responsible for the maintenance and repair of the Tampa International Airport's passenger boarding bridges, baggage handling system, and 400 Hz ground power units. Incumbents in this position will be required to work nights, weekends, and/or holidays.

POSITION ROLES & RESPONSIBILITIES

Perform preventive and predictive maintenance on automated equipment such as:
baggage conveyors and associated equipment, Passenger Boarding Bridges, 400 Hz Ground Power Units, Roll-up doors for security and fire protection and lighting.

Perform advanced replacement, set-up, and troubleshooting of equipment components including but not limited to, hydraulic components, electric motors and controls, VFD's, relays, PLC input/output cards (No programming required), electronic components capacitors, IGBT's, Circuit Boards, photocells, proximity switches, auto leveling devices, and other related equipment. Efficiently troubleshoot 24, 110, 277, 480 volt circuits from source to load.

Modify equipment to improve efficiency in operations (ARC, MIG, Plasma cutting, Oxy/acetylene fabrication).

Maintains maintenance records in computer based MMS such as inspections, repairs, materials used and tracking backlogged work.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of experience installing or maintaining automated equipment such as but not limited to, conveyors, industrial equipment, and other electro-mechanical systems or possession of certificate(s) supporting industrial maintenance trades such as industrial automation controls, basic or advanced electrical, motor controls, hydraulics, mechanical maintenance, welding, and other general maintenance on automated systems.

KNOWLEDGE, SKILLS & ABILITIES

- Basic computer skills are required as well as possession of a valid Driver's License.
- Must be able to pass an extensive CBP (Customs Border Protection) background investigation and work non-standard hours including working nights, weekends, and/or holidays.
- Knowledge of the required tools, parts, materials, and methods used for repairing and servicing electrical, electronic, mechanical, and hydraulic equipment and associated components.

- Knowledge of the occupational hazards and safety precautions of the trade (ARC Flash, Lock out Tag out)
- Knowledge of the parts requirements and compatibility between various pieces of equipment.
- Skilled in electrical/electronic/mechanical/hydraulic troubleshooting. (24, 110, 277, 480-volt circuits)
- Skilled in the use and care of various hand, and machine tools, welders, rigging, harnesses, etc.
- Skilled in the use of electrical test meters, meggers, thermal guns, and gauges.
- Ability to troubleshoot, detect, and correct equipment failures at the root cause.
- Ability to proficiently utilize electrical, electronic, hydraulic, and mechanical schematics and technical publications to make repairs.
- Experience operating heavy equipment such as Forklifts, Articulating booms, Scissor lifts, Spider lifts, etc…. (Preferred).

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Benefits Manager

POSITION OVERVIEW

The Manager, Benefits develops, implements, administers, and maintains benefits programs, policies, and procedures. Ensures programs meet employee needs, comply with legal requirements, and are cost-effective. Develops benefits communications and counsels employees on benefits-related issues. Evaluates existing benefits programs against peer organizations to determine competitiveness, trends, and developments.

POSITION ROLES & RESPONSIBILITIES

Seeks to minimize financial costs by facilitating return to work for disabled employees.

Works closely with Manager, Wellness and Employee Experience to administer policies and programs to promote employee physical, mental, and/or financial health.

Serves as the Authority's Retirement Coordinator with Florida Retirement System

Counsels employees on all topics related to retirement including FRS, ICMS, Medicare requirements, and continuing retiree benefits.

In conjunction with the Authority's benefits consultant, ensures timely and accurate filing of the annual 112.08.

Manages workers compensation program in partnership with Legal and Risk and Insurance departments.

Facilitates new hire and annual benefit open enrollment

Works closely with Information Technology Systems to facilitate testing and system updates to produce error-free new hire and annual open enrollments

Continuously seeks to enhance the Authority's benefit offerings through research of best practices, engaging employee feedback, and partnering with the Authority's insurance consultant and Procurement department.

Evaluates, negotiates, and administers benefit plans to maximize the quality of the Authority's offered benefits, including analyzing proposals through the Request For Proposal (RFP) process; provides recommendations to Executive Management and prepares board agenda items.

Prepares and manages annual open enrollment for all insurance plans, including rate changes to retirees, and implements all changes.

Assists employees regarding insurance appeals. Interacts with physicians, hospitals and billing agents to resolve complex claims issues, while complying with Health Insurance Portability and Accountability Act (HIPAA) requirements as they pertain to highly confidential information.

As COBRA administrator, ensures that the Authority complies with all state and federal regulations on employee benefit packages.

Coordinates with payroll to ensure all charged rates are accurate to employees and retirees, including billing reconciliations with insurance carriers.

Manages the Authority's employee assistance (EAP) program

Oversees workers' compensation, retirement, and deferred compensation programs; including completing/submitting the required paperwork and acting as the liaison for the employee and carriers.

Explains benefits to new employees through new employee orientation and one-on-one meetings; assists employees as necessary in understanding their benefits. Conducts training sessions on various HR topics (FRS DROP, unileave, etc.)

Completes mandatory annual insurance surveys required by the State of Florida and other various surveys (insurance, salary, benefits, etc.) as needed.

Maintains the Authority's Uni-Leave program to include annual Uni-Leave sellback

Maintains the Authority's tuition reimbursement program

Develops and/or updates Authority HR Standard Procedures as needed.

Partners with Manager, Wellness and Employee Experience on facilitation of wellness events

Has a working knowledge of talent acquisition, compensation management, employee relations, and labor relations and can support Manager, Talent Service during high volume or out of office times.

Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees to include providing comprehensive training and support, being responsive, ensuring that accurate and timely information is provided, and demonstrating and promoting accuracy.

Effectively trains other HR partners on all areas of benefits including plan details, open enrollment, new hire enrollment, worker's compensation, Uni-Leave, and all other benefit-specific tasks in order to ensure redundancy during times of high volume or when out of office.

Is adept in performing common compensation functions, including survey participation, job evaluation, salary structure development, incentive plan design, pay program administration and other associated initiatives.

Works closely with Manager, Wellness and Employee Experience to ensure successful alignment of medical, dental, vision, and other insurance benefits and wellness program initiatives including annual wellness fair event.

Regularly provides employees with information regarding benefit utilization through the BeWELL weekly email.

Works closely with other HR managers and teammates to ensure successful delivery of HR services to all levels of HCAA employees.

Trains and serves as secondary point of contact and subject matter expert for compensation to provide redundancy within the compensation function

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Human Resources, Business Administration or another related field.

LICENSES AND CERTIFICATIONS

- Certified Benefits Professional (CPB)-World At Work Preferred

PREFERRED QUALIFICATIONS

- Five (5) years Experience in managing and administering employee benefits programs, such as health insurance, retirement plans, and wellness programs.

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Board Services Administrator

POSITION OVERVIEW

Reporting to the Chief Executive Officer, this position performs highly independent and administrative supportive duties for Board Members of the Hillsborough County Aviation Authority. Duties would include having direct knowledge of confidential interactions of Board Members with internal and external projects. In addition to members of the Authority's Board, this position routinely interacts with the Chief Executive Officer and senior staff, representatives from the private sector, and state and local governmental officials. This position is challenged with projecting a positive image on behalf of the Authority in all such interactions.

POSITION ROLES & RESPONSIBILITIES

Prepares and coordinates all functions related to the monthly meeting of the Authority's Board, to include the agenda, minutes, resolutions, PowerPoint presentations, etc.

Maintains a calendar of events for Board Members; schedules and provides notice to ensure they are aware of meetings, events and other obligations related to their duties as members of the Board.

Coordinates and prepares correspondence for the members of the Board and drafts appropriate responses to public inquiries.

Provides PowerPoint presentations or other informational materials for presentations to or by members of the Board.

Makes travel arrangements and coordinates submission of travel expenses for payment or reimbursement.

Performs other related complex and confidential duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Public or Business Administration, or another related field
- Four (4) years of extensive experience in an administrative support position. Demonstrated typing and computer related skills and the ability to communicate effectively orally and in writing. Experience in high energy firm managing multiple and complex tasks.
- Demonstrated and related work experience may be substituted on a year-for-year basis for the educational requirements.

PREFERRED QUALIFICATIONS

- Bachelor's Degree Public or Business Administration, or another related field

KNOWLEDGE, SKILLS & ABILITIES

- Understanding of governance principles, including legal and ethical responsibilities.
- Knowledge of the organization's bylaws, charter, and mission.
- Ability to contribute to the development and execution of the organization's strategic plan.

- Understanding of the organization's long-term goals and objectives.
- Strong leadership skills to facilitate effective board meetings and decision-making.
- Excellent communication and interpersonal skills for collaborating with fellow board members, staff, and stakeholders.
- Familiarity with relevant laws and regulations, such as nonprofit governance laws or industry-specific regulations.
- Ability to ensure the organization complies with legal and ethical standards.
- The capacity to think critically and strategically, considering the long-term impact of decisions.
- Ability to assess risks and opportunities.
- Proficiency in identifying and addressing issues and challenges that arise within the organization.
- Knowledge of the specific industry or sector in which the organization operates can be invaluable for making informed decisions.
- Competency in using technology for board communications, document management, and data analysis.
- The ability to manage time effectively to balance board responsibilities with personal and professional commitments.
- A willingness to collaborate and work as part of a team, valuing diverse perspectives and contributions.
- Flexibility to adapt to changing circumstances and the evolving needs of the organization.

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Budget Manager

POSITION OVERVIEW

Reporting to the Director of Financial Planning & Reporting, the Budget Manager is responsible for planning, organizing, and directing many aspects of the Authority's budgeting and financial planning activities. Support annual operating budget process (Passengers, Expense, Revenue, & Workforce), from providing the budget guidelines and calendar to the executive team to producing the annual budget book and supporting analysis for the Authority's Board & stakeholders. Oversees budget amendments and recommends and implements reallocation of funds throughout the fiscal year to meet the needs of all levels of upper management. Responsible for reviewing, updating, modifying, and implementing budget/forecast-related policies and procedures. The Budget Manager provides expertise, leadership, and guidance to the Authority's staff, managing, developing, implementing, interpreting, enforcing, and explaining the forecasting & budgeting process, policies, and procedures. This position will also be responsible for the support of the Authority's Hyperion Planning and Budget system. Reviews and analyzes budget requests and financial planning issues to develop recommendations for all levels of the Authority's staff. This position exercises considerable independent judgment in interpreting technical aspects of the budgeting and forecasting processes.

POSITION ROLES & RESPONSIBILITIES

Coordinates the completion of the $400+ million revenue and $198+ million annual and monthly operating budgets and amendments to same. Researches, analyzes, and prepares data on operating revenues and expenses.

This position manages technical aspects of the Hyperion Planning & Budgeting system to include:

The maintenance of a chart of accounts hierarchy in our Enterprise Data Management Cloud System (EDMCS) to ensure that all planning reports are in sync with the organization’s operations.

Review daily data load logs to ensure proper flow of data from the general ledger to Hyperion

Oversee substitution variables to support monthly roll of periods, annual roll of period, & various department and organizational reporting structure changes

Supporting the ongoing creation and development of the numerous Hyperion reports

Leads all other Hyperion system technical duties

Supervises monthly labor rate calculation and cost allocation processes and other work prepared by the Senior Accountant - Financial Planning

Works with Human Resources to maintain Personnel details by position for monthly forecast and budget.

Develop and implement the calendar for the annual budget process. Includes operating expenses, revenue budgets, the capital program, equipment requests, personnel requests, interest projections, rate calculations, and budget submissions to the airlines and the Authority’s Board.

Responsible for developing and maintaining all monthly forecasting and budgeting reports.

Manages the equipment budget, providing recommendations and guidance to staff and management regarding reallocating budget funds to meet equipment needs throughout the fiscal year.

Prepares budget and forecast-related documents for presentation to the airlines and the Authority's Board.

Provide guidance to staff in analyzing budget variances and monitoring departmental expenses' accuracy.

Maintains all required calculations and inputs for the revenue budget & projection modeling through the Hyperion system.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Finance, Accounting, or another related field.
- Five (5) years of increasingly responsible budgeting, accounting and/or financial experience.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) CPA Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Experience using Hyperion budgeting & forecasting systems in either on premise or cloud environments
- Have working knowledge of generally accepted accounting principles and expertise using the Microsoft suite of software products
- Strong financial acumen and ability to present issues clearly and concisely
- Familiarity with the principles and methods of payroll accounting practices and payroll taxes.
- Strong interpersonal (verbal and written) communication skills.
- Proven ability to handle confidential information and work with minimal supervision.
- Ability to solve complex practical problems
- Ability to maintain cooperative working relationships with other departments and organizations.
- Strong financial acumen and ability to present issues clearly and concisely
- Advanced Excel and data manipulation skills
- Proficiency in Oracle or other comparable ERP system
- Should have working knowledge of generally accepted accounting principles and expertize using the Microsoft suite of software products.
- Should have working knowledge and experience managing and working within large-scale financial ERP systems.
- Proficient in Microsoft Office suite.

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JOB POSTING

Building Maintenance Superintendent

POSITION OVERVIEW

The ideal candidate for this position has extensive supervisory experience in building maintenance and repair of a large public facility (airport, hotel, theme park, sports stadium, office building, hospitals and universities). Supervisory and administrative duties include estimating materials and determining equipment needs to perform tasks; coordinating employee training; supervising personnel to address employee issues to include coaching and employee support; performance evaluations; time clock management; and construction project coordination. Candidates should possess the ability to use computer software for a variety of tasks, have excellent verbal and written communication skills, and the ability to make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of employees and monitors contractors engaged in building maintenance and repair of large commercial facilities; installation, inspection, maintenance, and repair of plumbing systems, flooring, carpentry, specialized equipment, outside structures, or roofing systems.

Establishes preventive maintenance programs, procedures and schedules; supervises an equipment safety inspection program and makes periodic inspections to ensure proper maintenance of equipment.

Reviews contract bids and inspect work performed by contractors to ensure conformance to specifications and contract integrity; brings contract inadequacies to the attention of management, and follows up to ensure correction of contract performance.

Requisitions and maintains replacement parts and materials in central stock to allow timely completion of assignments.

Prepares technical specifications for equipment acquisition and repair projects.

Provides technical advice and assistance to subordinates; trains personnel in safety procedures and operating standards.

Creates and manages budgets and administers employees performance evaluations

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate

- Of experience as the supervisor of either a construction work crew or in the area of facility maintenance and repair.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of buildings and other physical structures and plumbing systems.
- Considerable knowledge of codes, rules, regulations, and requirements pertaining to the area(s) of responsibility.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to locate, analyze, and diagnose structural deficiency or equipment malfunctions.
- Ability to establish and maintain effective working relationships with subordinates, peers, and others.
- Skill in the application of supervisory techniques.

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JOB POSTING

Building Maintenance Supervisor

POSITION OVERVIEW

The ideal candidate for this position has supervisory experience in building maintenance and repair of a large public facility (airport, hotel, theme park, sport stadium, office building, etc.). Administrative duties include estimating materials and determining equipment needs to perform tasks; coordinating employee training; supervising personnel to address employee issues to include coaching and employee support; performance evaluations; time clock management; and project coordination. Candidates must have the ability to use computer software for a variety of tasks, have excellent verbal and written communication skills, and strong ability to make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Oversees the activities of skilled trades and maintenance personnel engaged in the construction, repair and maintenance of buildings, grounds, or roadways, and related systems and equipment.

Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment, and tools, and makes drawings or sketches necessary for maintenance personnel to properly perform work assignments.

Determines, schedules, and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Requisition equipment, tools, and materials in a timely manner to ensure maintenance and construction schedules are met.

Assists in developing contract specifications and overseeing the performance of contracts in assigned area to ensure construction and maintenance requirements are satisfied and services are completed in accordance with specifications.

Answers questions and provides information related to work assignments including resolving problems, handling complaints, and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed, and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- An equivalent combination of education, training and experience
- Of work experience in construction, maintenance, or the skilled trades
- Of which must have been in a supervisory capacity.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations, and operational requirements of the organization.
- Working knowledge of accepted methods, practices and procedures used in the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools and materials used in the construction, repair and maintenance of buildings, grounds and roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance or construction of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of building, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to plan, organize and oversee the work of others.

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Business Analyst-Parking

POSITION OVERVIEW

Under general direction of the VP of Concessions and the Director of Commercial Parking, the incumbent will perform regular analyses of parking and other related data sources to help inform decision making, optimize revenue and increase customer service. Duties involve working with numerous data sources and interpreting these data sources in order to provide insight into the parking business and related areas. Working across departments and with other stakeholders, the ideal candidate will be working with numerous systems and will have the skill set to manipulate the different data sets and provide accurate, timely and concise reports.

POSITION ROLES & RESPONSIBILITIES

- Provide and present analysis and reports on parking financial performance, product performance and future plans to senior management.
- Undertake regular variance and trend analyses
- Mine data to recommend changes to parking pricing or offers
- Study the change in behavior of passengers due to the implementation of new products, features, pricing, marketing etc.
- Assist in customer research programs and the process of decision making based on the findings
- Interpret various sources of data and convert findings into reports, ideas and recommendations
- Work with other departments to ensure compliance with parking revenue control and audit processes.
- Provide reliable and accurate analysis to inform decision making
- Produce new and perceptive reports from the Business Intelligence System

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university
- of experience in the areas of analysis of data, presentation of findings and provision of recommendations
- Any equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to work independently under tight deadlines/quick turnarounds with minimal supervision and direction
- Must have extensive experience in data mining and being able to "tell a story" with numbers
- Must be considered a subject matter expert (SME) in Excel performing complex functions
- Preferred candidate would have experience in doing an in-depth financial analysis
- Considerable knowledge of analysis and research techniques, methods and procedures.
- Considerable knowledge of key performance indicators and metrics.
- Considerable knowledge of analytical & financial principles, practices and procedures.
- Considerable knowledge of English spelling, grammar and punctuation.
- Skill in conducting independent studies and analyses

- Ability to work independently and analyze, interpret and accurately summarize complex processes and detailed information.
- Ability to produce strategic plans that are in line with Authority objectives
- Ability to create, manage, forecast, and analyze budgets.
- Ability to use considerable initiative and exercise sound judgment in making conclusive recommendations based on business needs.
- Ability to communicate effectively both orally and in writing and facilitate the open exchange of ideas and information.
- Ability to interpret large amounts data and report findings succinctly
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Skill in presenting reports defining project progress, problems and solutions.
- Ability to work effectively with others.
- Ability to set priorities, meet deadlines and multi-task.
- Ability to use a computer and related software.

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Business Diversity Compliance Specialist

POSITION OVERVIEW

The Business Diversity Compliance Specialist will be responsible for implementing aspects of the Authority's Disadvantaged Business Enterprise (DBE), Woman Minority Business Enterprise (WMBE), and Title VI programs and ensuring that the Authority complies with provisions of U.S. Department of Transportation 49 C.F.R. Part 26 and other laws. Reporting to the Senior Manager of Business Diversity, the incumbent analyzes procurement documents and information to identify business opportunities for DBEs and WMBEs; determines goals for contracts, and monitors DBE/WMBE payment activity reports for goal compliance. The position also provides technical assistance to the Procurement department and other internal staff on DBE and WMBE requirements. The position will also be responsible for administering the Authority's Title VI and Limited English Proficiency Programs.

POSITION ROLES & RESPONSIBILITIES

Participates in the contract solicitation processes, including recommending specific contract goals where appropriate, reviews contract specifications, attends pre-proposal and pre-bid conferences and evaluates proposals and bids for proposer/bidder responsiveness, responsibility, and good faith efforts.

Monitors and tracks specific contract performance and actual DBE and WMBE participation and contract payments.

Maintains appropriate records including DBE/WMBE compliance activity reports and project payment reports

Analyzes compliance data and generates reports of DBE/WMBE compliance achievement.

Implements, monitors, and ensures the Authority's compliance with Title VI Programs and Limited English Proficiency policies and regulations.

Participates in various community outreach events as needed.

Performs a variety of administrative and reporting duties.

Enters data from various source documents into database management systems for storage, processing, data management, and reporting purposes; performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Three (3) years of experience working with disadvantaged/minority/women business enterprise, equal opportunity/affirmative action or minority economic development programs; project management and/or construction compliance monitoring

- An equivalent combination of education, training and experience

PREFERRED QUALIFICATIONS

- Bachelor's Degree In Business Administration, Public Administration, Business Management or other closely related field from an accredited four-year college or university

KNOWLEDGE, SKILLS & ABILITIES

- Skilled in Microsoft Excel and Word.
- Knowledge of methods and techniques of data collection and entry.
- Excellent organizational skills
- Ability to interpret large amounts of data and report findings succinctly.
- Ability to communicate effectively both orally and in writing and facilitate the open exchange of ideas and information.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish and maintain effective working relationships.

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Business Diversity Specialist

POSITION OVERVIEW

Manages small projects or sub-projects. These projects are characterized as having a project value of less than $5 million and generally impacts a single business unit, department or agency. The projects managed have minimal project visibility, impact and risk at the Agency or County level.

POSITION ROLES & RESPONSIBILITIES

Performs project management work by managing, coordinating and implementing small projects or parts of larger complex projects.

Directs and coordinates activities concerned with the implementation of a project.

Prepares or assists in the preparation of contract drafts, requests for proposal, and other related documents for review

Manage project execution to ensure adherence to plan, schedule and scope.

Identifies, tracks, monitors and communicates project-related tasks, issues, scope changes, variances and contingencies that may arise during the project implementation.

Monitors project budget, monitors status of allocated funds and controls expenses.

Prepares and maintains project documentation.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Business Administration, Business Management, Public Administration or related field
- Three (3) years Of program/project management experience directly related to the position duties.
- An equivalent combination of education, training and experience that would reasonably be expected in this position.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of project management.
- Knowledge of the processes, activities, requirements and objectives of the functional area to which assigned.
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple tasks and solve problems involving several variables or unique situations.
- Ability to manage the details of projects, track activities and meet deadlines.
- Ability to collect, organize and analyze data and make logical decisions.

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Business Office Manager (Concessions and Commercial Parking)

POSITION OVERVIEW

Reporting to the Vice President of Concessions and Commercial Parking, this position will manage a wide variety of business office functions supporting the Vice President and her Senior Leadership team at the Tampa International Airport. The Business Office Manager will be responsible for data collection and coordination of the department's budget and considered the liaison for Concessions and Commercial Parking. The incumbent will manage the execution of purchase orders, requisitions, expense reporting and invoice processing. The ideal candidate will have at least two years of office management and executive administrative experience, exceptional organizational and project management skills, attention to detail as well as critical thinking and problem solving ability. May be tasked with ongoing project coordination of department and/or Authority-wide initiatives. Interpersonal skills at all levels of management, and comfort interacting with senior management is a must.

POSITION ROLES & RESPONSIBILITIES

Independently performs a wide variety of office management and project focused duties supporting a Vice President of Concessions and Commercial Parking, Department Directors and Senior Managers

Manages general administrative duties and processes for the Concessions and Commercial Parking Department

Provides liaison and coordination with other departments, suppliers and Concessions and Commercial Parking partners

Oversees the processing of Board agenda documentation including the tracking and timely submittal of all required documents

Independently determines priority status for the Vice President's calendar giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls and internal staff actions).

Initiates purchase orders and/or requisitions, processes incoming invoices for department and/or project specific work.

Interprets, recommends and implements improvements to Concessions and Commercial Parking s administrative policies and procedures as well as internal workflow procedures.

Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.

Manage Collections process for Department supporting Contract Managers including yet not limited to utilizing HCAA software programs, running reports, documenting communication events related to collections and ensuring appropriate follow up is being pursued.

Manages the coordination of special events and conference meetings; prepares presentation materials and provides summary and/or action reports for the VP of Concessions and Commercial Parking.

Participates in Authority meetings related to Concessions and Commercial Parking activities including

collections, IT solutions, sustainability and business initiatives.

Secures and monitors restricted, sensitive and confidential records or information to include but not limited to records involving personnel, payroll, medical, performance or disciplinary.

Be the subject matter resource for the department in software which supports the department such as Hyperion, Propworks, Oracle and other HCAA programs. Assist in ensuring these programs are being utilized effectively for the betterment of the Department.

Manages and closely monitors department budget and works with Business Analyst to prepare monthly updates for Senior leadership; coordinates monthly reviews and budget meetings and acts as the department's liaison to the Finance and Procurement departments

Manage the O&M and revenue budgeting process collaborating with Directors and their teams. Research and create budgets for expenses applicable to overall department (office supplies, etc.) and specific to Vice President. Oversee, prepare and coordinate budget materials for Vice President review and presentation to EVP, Finance, Execs and CEO.

Responsibility for monthly department O&M reporting including the processing of expenses, investigating inconsistencies, ensure accuracy and follow through that any inaccuracies are resolved including the coordination with finance to ensure consistency and accuracy Authority reports and/or programs.

Work with Managers of Concessions to create and analyze Concessions sales performance reports and investigate variance. Ensure that revenue recognition is in line with reported sales activities.

Create ad hoc financial reports, presentations and analysis for Vice President noting anomalies, insights, or trends.

Lead documentation of best practices, policies and administrative procedures for Department.

Tracks, monitors and manages office supply inventory and approves general supply orders.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Business Management, Business Administration
- Supervisory and/or administrative office management experience to include contract monitoring and vendor relationship management or an equivalent combination of related experience, training and education necessary to perform successfully in the role
- Must have experience with managing financial information associated with revenue and concessions data.

KNOWLEDGE, SKILLS & ABILITIES

- Experience with Oracle expense reporting is a plus.
- Advanced knowledge of Microsoft Word, PowerPoint, Excel, and Visio required.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Knowledge of the access, storage, destruction, and release of restricted, sensitive, and confidential information, and applicable guidelines.
- Knowledge of budget management.
- Ability to communicate effectively orally and/or in writing.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to serve the public and represent the department director or agency head with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative staff and interns.

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Business Office Manager (General Aviation)

POSITION OVERVIEW

The Business Office Manager for General Aviation (GA) serves as an operational and administrative support role within the Hillsborough County Authority's (HCAA) General Aviation Department. Reporting to the Senior Manager of GA Business and Administration, this position provides high-level administrative support to the GA department and ensures alignment with the Authority's culture, business requirements, and objectives.

POSITION ROLES & RESPONSIBILITIES

Office Management and Project Support:

- Independently perform a wide range of office management and project-focused responsibilities to support General Aviation department leadership.
- Act as a liaison between General Aviation and other departments, such as Finance, Procurement, and Real Estate.
- Conduct research, collect and interpret data, and compile statistical and analytical reports.

Calendar Management and Correspondence:

- Prioritize and manage the calendars of General Aviation department leadership, giving special attention to important matters and incoming communications.
- Manage Board-related and legal items for General Aviation.
- Initiate and compose Board agendas, meeting minutes, correspondence, memos, and other documents.

Meeting Participation and Record Keeping:

- Participate in Authority meetings related to General Aviation activities.
- Secure and monitor restricted, sensitive, and confidential records or information.
- Prepare routine correspondence, notifications, forms, meeting minutes, and related documents.

Coordination and Support:

- Work closely with General Aviation Partners to coordinate events, employee recognition events, community service projects, and other programs or events.
- Schedule department team-building or group meetings, facilitate agendas, and manage office supply inventory.
- Review correspondence for consistency, compliance with administrative policies, and formatting, ensuring accuracy and professionalism.

Confidentiality and Other Duties:

- Maintain discretion in matters of confidentiality.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Business Management, Business Administration, Public Administration, or a related field of study.
- of administrative office management experience.
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent oral and written communication skills.
- Strong research, data collection, and analytical abilities.
- Demonstrated ability to lead or supervise administrative staff or interns effectively.
- Proactive approach in initiating projects and presentations based on department needs.
- Ability to represent departments with professionalism and courtesy when interacting with the public.
- Skill in exercising discretion and independent judgment in evaluating information.
- Effective multitasking and ability to thrive in a fast-paced environment.
- Advanced proficiency in Microsoft Office products (Outlook, Word, Excel, and PowerPoint).
- Experience with Oracle expense reporting or similar systems.
- Knowledge of administrative procedures, personnel file management, transcription, and form design.
- Familiarity with Aviation Business processes.
- Understanding of access, storage, destruction, and release guidelines for restricted, sensitive, and confidential information, including knowledge of Florida Public Records (a plus).
- Knowledge of the principles and practices of General Aviation (a plus).
- Strong project and office management skills.
- Logical reasoning ability to identify complex problems and implement alternative solutions.

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Business Office Manager (HR & Administration)

POSITION OVERVIEW

The Business Office Manager (HR and Administration) serves in an operational and administrative support role within the Authority's Human Resources and Administration Departments. The Administration section consists of Enterprise Risk Management, Records & Information, and the Office of Innovation. This position will provide overall high-level administrative support for department heads under the direction of the Vice President of Human Resources and Administration. This role requires a hands-on, pro-active professional approach to creating and delivering the day-to-day administrative and office management services for Human Resources and Administration and contributes to ensuring the Authority's culture, business requirements and objectives are aligned.

POSITION ROLES & RESPONSIBILITIES

Independently performs a wide variety of office management and project-focused responsibilities supporting the Human Resources and Administration department leadership.

Acts as liaison between HR and Administration and other departments including, but not limited to, the Finance and Procurement departments for budget, requisition/purchase order, and invoice inquiries for HR and Administration.

Researches, collects, and interprets data, and compiles statistical and analytical reports.

Independently determines priority status for the Vice President's calendar giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls and internal staff actions).

Initiates annual and ad-hoc purchase orders, requisitions and expense reports; processes incoming invoices for departments and/or project specific work.

Manages Board-related and legal items for Human Resources and Administration.

Initiates and composes Board agendas, meeting minutes, general business correspondence, memos, spreadsheets, etc. in final form for approval or signature of VP and department heads.

Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction and typographical errors.

Participates in Authority meetings related to HR and Administration activities as needed (Health Fairs, Open Enrollment and Town Hall Meetings, etc.).

Secures and monitors restricted, sensitive and confidential records or information to include but not limited to records involving personnel, payroll, medical, performance or disciplinary.

Prepares a variety of routine correspondence, notifications, forms, meeting minutes and related documents in order to communicate information to staff and employees.

Proofreads printouts, reports and other documents/forms used by assigned HR Business Partners in order

to identify and eliminate errors.

Works closely with HR Business Partners to assist in the coordination of events, employee recognition events, community service projects and other program(s) and events aimed at maintaining a positive culture with the Authority and Tampa Bay Community.

Schedules department team building or other group meetings and facilitates agendas, meals, event space requests, etc. Tracks, monitors and manages office supply inventory and approves general supply orders.

Completes written and verbal employment verifications as requested.

Maintains discretion in matters of confidentiality.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Business Management, Business Administration, Public Administration, or other related field of study
- At least three (3) to five (5) years of Oracle experience (or other similar system to include creating/processing requisitions, purchase orders and expense reports)
- Supervisory and/or administrative office management experience
- An equivalent combination of related experience, training, and education necessary to perform successfully in the role.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate effectively orally and in writing.
- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to effectively lead or supervise lower-level administrative staff and/or interns.
- Ability to initiate projects and presentations based on department needs.
- Ability to serve the public and represent departments with courtesy and professionalism.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to multi-task effectively
- Advanced level of skill set using Microsoft office products such as Outlook, Word, Excel, and PowerPoint.
- Experience with Oracle expense reporting or other similar systems is required.
- Knowledge of HR office administration, such as managing personnel files and records, transcription, designing HR-specific forms, and other related HR procedures.
- Knowledge of Human Resource processes and transactions is a plus.
- Knowledge of the access, storage, destruction, and release of restricted, sensitive, and confidential information, and applicable guidelines. Florida Public Records knowledge is a plus.
- Knowledge of the principles and practices of Human Resource administration is a plus.
- Skill in project and office management.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.

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The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Business Office Manager (Information Technology)

POSITION OVERVIEW

Reporting to the Vice President of Information Technology (IT), this position will manage various business office functions supporting the Vice President and his Senior Leadership Team at the Tampa International Airport. The IT Business Office Manager will be responsible for data collection and coordination of the department's budget and will be considered the liaison for IT. The incumbent will manage executing the IT department's purchase orders and requisitions, expense reporting, and invoice processing. The ideal candidate will have at least two years of office management and executive administrative experience, exceptional organizational and project management skills, and critical thinking and problem-solving ability. May be tasked with ongoing project coordination of department and Authority-wide initiatives. Interpersonal skills at all levels of management and comfort interacting with senior management is a must.

POSITION ROLES & RESPONSIBILITIES

Independently performs various office management and project-focused duties supporting a Vice President of IT, IT Director, and Senior Managers.

Manages and closely monitors department budget and forwards monthly updates to IT leadership; coordinates quarterly reviews and budget meetings and acts as the department's liaison to the Finance and Procurement departments.

Independently determines priority status for the Vice President's calendar giving special attention to requests that reference important matters received or observed, such as incoming communications (email, correspondence, statements, face-to-face meetings requests, phone calls, and internal staff actions).

Initiates purchase orders and requisitions, and processes incoming invoices for the department and/or project-specific work.

Interprets, recommends, and implements improvements to IT's administrative policies and procedures and internal workflow procedures.

Initiates and composes agendas, meeting minutes, general business correspondence, memos, spreadsheets, logs, invoices, and reports in final form, for approval or signature of VP and Directors.

Reviews correspondence for consistency and compliance with administrative policies and procedures, approvals and signatures, as well as formatting, grammatical construction, and typographical errors.

Manages coordinating special events and conference meetings; prepares presentation materials and provides a summary and/or action reports for the VP of IT.

Participates in Authority meetings related to IT activities.

Secures and monitors restricted, sensitive, and confidential records or information, including but not limited to records involving personnel, payroll, medical, performance, or disciplinary.

Tracks, monitors, and manages office supply inventory and approves general supply orders.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Business Management, Business Administration
- Of supervisory and/or administrative office management experience to include contract monitoring and vendor relationship management
- An equivalent combination of related experience, training, and education necessary to perform successfully in the role.

KNOWLEDGE, SKILLS & ABILITIES

- Experience with Oracle expense reporting is a plus.
- Advanced knowledge of Microsoft Word, PowerPoint, Excel, and Visio required.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Knowledge of the access, storage, destruction, and release of restricted, sensitive, and confidential information and applicable guidelines.
- Knowledge of budget management.
- Ability to communicate effectively orally and in writing.
- Skill in project management and organization.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to serve the public and represent the department director or agency head with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative staff and interns.

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reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

JOB POSTING

Business Office Manager (Internal Audit)

POSITION OVERVIEW

Serves in an operational and administrative support role to the Director of Internal Audit and manages a wide variety of business office functions supporting the Authority's Internal Audit Department. Requires a hands-on and pro-active professional approach to organization, administrative tasks, and problem-solving. Must be tech savvy and able to easily adapt to new software initiatives. Interacts with all levels of management within the Authority, including the CEO and Board Members. May be tasked with ongoing project coordination of Department and/or Authority-wide initiatives. Assists the Board Services Administrator (BSA) and acts as the BSA in the event the BSA is not available. Reports to the Director of Internal Audit. Little to no travel required. The Authority does have a flexible work policy that allows for a hybrid work schedule (some in-person and some remote work). All essential job functions can be performed in the office or remotely.

POSITION ROLES & RESPONSIBILITIES

Performs small audit projects and data collection as assigned.

Composes agendas, minutes, correspondence, and spreadsheets as requested by members of the Department and reviews correspondence for consistency and compliance with administrative policies and procedures; approvals and signatures; as well as formatting, grammatical construction, and brand compliance.

Assists Board Services Administrator with board agenda preparation, communication with various departments, communication with Board members, and distribution of Board meeting materials for monthly Authority Board meetings. Serves as backup to the Board Services Administrator in the event of absence.

Manages and closely monitors Department budget, prepares monthly reconciliations and forecasts, and coordinates monthly review with Director. Processes expenses, investigates inconsistencies, and ensures accuracy of expenses reported. Coordinates with Finance to resolve discrepancies.

Manages, closely monitors, and independently determines priority status for the Director’s calendar, giving special attention to requests that reference important matters. Schedules appointments and coordinates meetings as requested for Director and Department team members. Prepares materials, presentations, and conference rooms/equipment as needed for meetings.

Initiates purchase requisitions, orders office supplies, processes invoices for Department, manages continuing Department software contracts, and tracks related expenses. Assists with travel and lodging arrangements and completes expense reports for Department staff.

Manages preparation, coordination, and execution of Audit Committee meetings, including scheduling, correspondence, public notice, and distribution of informational materials.

Oversees the processing of Board agenda documentation, including the tracking and timely submittal of all required documents for Internal Audit-related items.

Creates ad hoc financial and trend analysis reports from various software across the Authority to assist Director in trend analysis. Creates graphs and charts to display audit results in a meaningful and easy to understand format. Prepares monthly Department dashboard.

Interprets, recommends, and implements improvements to policies and procedures within the Department as well as internal workflow procedures.

Secures and monitors restricted, sensitive, and confidential information, including but not limited to, records involving personnel, payroll, medical, performance or disciplinary action. Serves as the Records Custodian for the Department.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in management, business, or related field
- of office management and executive administrative experience.
- OR an equivalent combination of related experience, training, and education necessary to perform successfully in the role.

KNOWLEDGE, SKILLS & ABILITIES

- Advanced proficiency with Microsoft Office (Word, Outlook, PowerPoint, Excel, etc.)
- Strong organization, time management, and follow-up skills including the ability to handle competing priorities to meet deadlines and commitments.
- Thorough knowledge of executive administration, such as managing electronic files and records, producing meeting minutes, designing forms, and other related procedures.
- Thorough knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar, and effective writing skills. Ability to communicate effectively orally and in writing.
- Thorough knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Strong communication and relationship-building skills.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches. Ability to adapt to change quickly.
- Ability to initiate projects and presentations based on Department needs.
- Ability to use discretion and independent judgment in evaluating information. Must adhere to Department independence and ethics standards.
- Ability to obtain a working knowledge of policies, procedures, regulations, and rules of the Internal Audit Department and the Authority.
- Ability to serve the public and represent the Director with courtesy and professionalism.
- General knowledge of budget management and financial reporting.
- General knowledge of the access, storage, destruction, and release of restricted, sensitive, and confidential information, and applicable guidelines including working knowledge of Florida Public Records law.
- Experience with Oracle software is a plus.
- Experience with automated audit-specific software a plus.

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JOB POSTING

Business Office Manager (Procurement)

POSITION OVERVIEW

Reporting to the Director of Procurement, Capital Program, this position is responsible for managing the administrative support section of the Procurement department. The incumbent will oversee various procurement processes for the Board agenda; document control, preparation, and formatting; department budget; supplier registration; and other departmental processes and support services. Coordinates with department personnel, Authority departments, and external customers. The following position(s) reports directly to the Business Office Manager: • Procurement Coordinator – this position performs the day-to-day execution of the procurement processes assigned to the administrative support section.

POSITION ROLES & RESPONSIBILITIES

Oversees the processing of Board agenda documentation, including the preparation and dissemination of all required documents

Oversees various department meeting planning and execution

Manages department office supply account and processes order requests

Manages the contract, including but not limited to tracking of all Authority-wide copier equipment, usage, budget, and copier paper

Manages updates to both the Procurement Department's internet and intranet pages

Submit solicitation notification to the Board Administrator on behalf of Procurement Agents

Manages Procurement department schedule reports

Assists with preparing and tracking department budget, including updating the expense forecast in Hyperion.

Manages department marketing publications

Provide administrative support at the Central Receiving Warehouse

Coordinates with the Risk Management department, contractors, and outside agencies to facilitate timely receipt of certificates of insurance and bonds to meet contractual requirements

Oversees the Supplier Registration program and integrity of supplier data

- Assists with bid opening process & document preparation/execution
- Manages general administrative duties and processes for the Procurement Department
- Provides liaison and coordination with other departments, suppliers and outside agencies
- Provides supervision, guidance, training and motivation to administrative support staff; coordinates functions; assigns, monitors and reviews work; evaluates performance, and initiates corrective

- Manages procurement helpline operations

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Management, Business, or a related field from an accredited college or university
- Bachelor's Degree In Management, Business, or a related field from an accredited college or university
- Experience managing the administrative functions of a business office with responsibilities that include document review and editing, excellent attention to detail, exceptional customer service skills, and handling multiple tasks at one time while meeting critical deadlines
- Supervisory or managerial experience
- Of progressively responsible experience in performing similar duties or an equivalent combination of education, training, and expertise would reasonably be expected to provide the job-related competencies.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Must possess a valid Class E driver's license Required
- Notary License Florida Public Notary Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Proficient with Windows and Microsoft Office (Word, Excel, PowerPoint)
- Team facilitation skills
- Ability to communicate effectively both orally and in writing
- Ability to manage multiple tasks and solve problems involving several variables or unique situations
- Ability to work well under pressure and meet deadlines
- Strong organizational skills and attention to detail
- Strong communication and relationship-building skills

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JOB POSTING

Buyer

POSITION OVERVIEW

This position is responsible for performing duties related to the procurement of equipment, goods, materials and services for operational units and departments within the Authority. Will also be responsible for obtaining quotes and supplier sourcing for current and new projects as well as supporting other departmental processes as assigned.

POSITION ROLES & RESPONSIBILITIES

Reviews and processes purchase requisitions for item descriptions, quantities, adequacy of specifications, and estimates of costs for accuracy and compliance with Authority policies.

Purchases supplies, materials, services, equipment, and parts to satisfy the needs of operational units and departments within the Authority.

Maintains records and electronic files for requisitioned items, bid analyses, purchase orders, contracts, equipment specifications, technical reference information and supplier catalogues, ensuring that information is current and accurate.

Responds to inquiries regarding procurement activities.

Follows up on urgent purchase orders to reassure delivery is made timely.

Confers with requesting department personnel regarding the adequacy of specifications for goods, services, or equipment to be purchased to ensure Authority needs are met.

Participates in the tabulation and analysis of quotes to determine the lowest and best respondent and issues purchase orders in compliance with Authority policies.

Performs research and prepares reports.

- Plans, directs and coordinates activities concerned with the implementation of a project to ensure completion is on-time and within budget.
- Prepares and maintains project documentation including reports, correspondence, memos, spreadsheets and presentation materials.
- Identifies cooperative and government contracting opportunities.
- Identifies and prepares documentation including market research, justification and contract documents with regards to sole source opportunities.
- Assists Authority departments with furniture purchases.
- Performs the duties of Procurement Coordinator as assigned.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- of purchasing experience as directly related to the position or an Associate's or higher degree in lieu of one year of purchasing experience.

LICENSES AND CERTIFICATIONS

- Ability to obtain either certification below within five (5) years from the date of hire. Required
- Certified Professional Public Buyer (CPPB) Preferred
- NIGP Certified Procurement Professional (NIGP-CPP) Preferred

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or other related field.
- Experience as a public procurement professional

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of project management.
- Knowledge of the processes, activities, requirements and objectives of the functional area to which assigned.
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple tasks and solve problems involving several variables or unique situations.
- Ability to manage the details of projects, track activities and meet deadlines.
- Ability to collect, organize and analyze data and make logical decisions.

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Commercial Parking and Ground Transportation Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Airport Concessions, the Authority is seeking a qualified individual to assist in the day to day management of the public parking, rental car, and employee bus operations. The Commercial Parking and Ground Transportation Manager is involved in almost every aspect of the division and will be responsible for a wide and diverse range of assignments. The Commercial Parking and Ground Transportation Manager is responsible for assisting in creating and enforcing selected policies and procedures as promulgated by the Ground Transportation Operations Manual and Authority policies, standard procedures, and operating directives. The Commercial Parking and Ground Transportation Manager assists the Senior Manager, Airport Concessions in preparing the annual budget for the division and prepares reports related to the parking revenue control system, parking trends, capacity and usage, employee productivity, and other related reports as required by the Senior Manager, Airport Concessions. Ensures all related facilities and operations are fully staffed, clean, and safe, at all times and that tenants are in compliance with their agreements.

POSITION ROLES & RESPONSIBILITIES

Manages and monitors the day to day parking operation, rental car operation, employee shuttle operation, and the AVI (Automated Vehicle Identification) program, and is the Commercial Parking and Ground Transportation first point of contact.

Assists in managing the agreements for rental cars, employee shuttle, and parking, with a particular focus on compliance and standards.

Assists in preparing the annual fiscal year operating budget and is accountable for monitoring and achieving the expense budget in the employee shuttle and parking operation.

Makes recommendations for operational improvements and efficiencies.

Works closely with the parking operator, outside agencies and other tenants and internal teams for inspections of all parking and ground transportation facilities and equipment for cleanliness, safety hazards, preventative maintenance, and any other work required.

Produces, obtains, and maintains all operational daily, weekly, monthly, and annual reports as required by the Senior Manager, Airport Concessions. This includes, but is not limited to, financial reports, expense reports, bussing, Parking and Revenue Control System (PARCS), AVI, and other parking and ground transport related reports. It is expected that the Manager, Commercial Parking and Ground Transportation will obtain a working knowledge of these reports.

Collaborates with other Authority departments, in particular Terminal and Ground Transportation, Operations, and Procurement as needed and maintains excellent relationships.

Works closely with the Risk Management Department regarding damage claims and/or personal injury reports.

Handles customer service inquiries and/or complaints related to airport parking and ground transportation including responding to customer service emails and inquiries in a timely manner. This also includes reviews of refund requests to ensure requests meet response guidelines.

Resolves internal requests, questions, and complaints frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.

Position may require working alternate schedules on an as needed basis to support the operation such as nights, weekends, and holidays. Must be available for calls 24/7 including weekends and holidays.

Performs related work and any other duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university or equivalent experience
- Of progressively responsible experience at a medium or large-hub airport, preferably in public parking and ground transportation or operations fields
- Have experience in compliance and agreement management.

KNOWLEDGE, SKILLS & ABILITIES

- The incumbent should possess exceptional leadership, communication and presentation skills. Successful candidate should possess an understanding of airport parking facility operations and ground transportation operations, federal, state and local rules and regulations affecting such operations, and business principles and practices as they relate to management of parking and ground transportation agreements and facilities.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State a current Florida Driver's License. Required

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Commercial Parking Systems Manager

POSITION OVERVIEW

The Commercial Parking Systems Manager is entrusted with the pivotal role of overseeing the daily operations of our online booking system while providing essential support to the broader management of our parking operations. In this multifaceted position, the Commercial Parking and Online Booking System Manager is tasked with a diverse range of responsibilities. This includes active participation in nearly every facet of our online booking system, ensuring its ongoing enhancement, and spearheading recommendations for process and system enhancements. In addition to this, the role involves the continuous analysis of industry best practices and emerging trends, as well as offering support to our comprehensive parking and ground transportation operations. The Commercial Parking Systems Manager will be instrumental in the creation, approval, and implementation of strategic initiatives geared towards optimizing our online booking system. Moreover, this position entails the development of insightful reports, the identification of trends that bolster our business objectives, thorough analysis of customer feedback, the processing of refunds, and the formulation of actionable recommendations across all facets of our parking operation, with a particular focus on the online booking system.

POSITION ROLES & RESPONSIBILITIES

System Enhancement and Analysis

- Benchmark other online booking systems and analyze system data to identify opportunities for enhancements.
- Recommend and evaluate enhancements for both the front-end and back-end of the online booking system.
- Develop strategic initiatives, including loyalty programs, premium offerings, and revenue-enhancing opportunities.

Customer Engagement and Feedback

- Act as the primary point of contact for customers, addressing concerns and feedback related to parking products and the online booking system.
- Monitor and utilize user feedback to track, report, and recommend actions to improve customer service.
- Investigate and respond to customer requests for online booking system refunds.

Compliance and Reporting

- Ensure compliance and adherence to terms and conditions, making recommendations for improvement.
- Generate reports that facilitate decision-making and provide actionable intelligence to the Director of Commercial Parking and Ground Transportation and other stakeholders.
- Provide analysis, data, and insights related to audits and business reviews.

Subject Matter Expertise

- Serve as the subject matter expert for the online booking system and its performance.
- Recommend, implement, trial, review, and report on new products, promotions, functionalities, and pricing.

Research and Industry Best Practices

- Collaborate with the Research Department on focus groups, surveys, and other customer feedback initiatives.
- Evaluate and report on e-commerce industry best practices, with a focus on relevant airport e-commerce opportunities.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree in Business Administration or another related field.
- Two (2) years of experience managing online booking systems and parking operations.
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Administration or another related field.

KNOWLEDGE, SKILLS & ABILITIES

- Strong problem-solving skills, proficiency in analytics, and the ability to develop valuable business insights.
- Ability to collaborate effectively with leaders, employees, and customers while maintaining a positive and proactive approach.
- A strong commitment to prioritizing customer service and consistency in all decisions and recommendations.
- Excellent written and oral communication skills.
- Ability to use discretion and independent judgment in evaluating information.
- Considerable knowledge of systems analysis techniques.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Considerable knowledge of key performance indicators and metrics.
- Skill in conducting independent studies and analyses
- Skill in presenting reports defining project progress, problems, and solutions.
- Ability to set priorities, meet deadlines, and multi-task.
- Ability to work effectively with others.

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Commercial Parking Systems Manager

POSITION OVERVIEW

The Commercial Parking Systems Manager is entrusted with the pivotal role of overseeing the daily operations of our online booking system while providing essential support to the broader management of our parking operations. In this multifaceted position, the Commercial Parking and Online Booking System Manager is tasked with a diverse range of responsibilities. This includes active participation in nearly every facet of our online booking system, ensuring its ongoing enhancement, and spearheading recommendations for process and system enhancements. In addition to this, the role involves the continuous analysis of industry best practices and emerging trends, as well as offering support to our comprehensive parking and ground transportation operations. The Commercial Parking Systems Manager will be instrumental in the creation, approval, and implementation of strategic initiatives geared towards optimizing our online booking system. Moreover, this position entails the development of insightful reports, the identification of trends that bolster our business objectives, thorough analysis of customer feedback, the processing of refunds, and the formulation of actionable recommendations across all facets of our parking operation, with a particular focus on the online booking system.

POSITION ROLES & RESPONSIBILITIES

System Enhancement and Analysis

- Benchmark other online booking systems and analyze system data to identify opportunities for enhancements.
- Recommend and evaluate enhancements for both the front-end and back-end of the online booking system.
- Develop strategic initiatives, including loyalty programs, premium offerings, and revenue-enhancing opportunities.

Customer Engagement and Feedback

- Act as the primary point of contact for customers, addressing concerns and feedback related to parking products and the online booking system.
- Monitor and utilize user feedback to track, report, and recommend actions to improve customer service.
- Investigate and respond to customer requests for online booking system refunds.

Compliance and Reporting

- Ensure compliance and adherence to terms and conditions, making recommendations for improvement.
- Generate reports that facilitate decision-making and provide actionable intelligence to the Director of Commercial Parking and Ground Transportation and other stakeholders.
- Provide analysis, data, and insights related to audits and business reviews.

Subject Matter Expertise

- Serve as the subject matter expert for the online booking system and its performance.
- Recommend, implement, trial, review, and report on new products, promotions, functionalities, and pricing.

Research and Industry Best Practices

- Collaborate with the Research Department on focus groups, surveys, and other customer feedback initiatives.

- Evaluate and report on e-commerce industry best practices, with a focus on relevant airport e-commerce opportunities.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree in Business Administration or another related field.
- Two (2) years of experience managing online booking systems and parking operations.
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Business Administration or another related field.

KNOWLEDGE, SKILLS & ABILITIES

- Strong problem-solving skills, proficiency in analytics, and the ability to develop valuable business insights.
- Ability to collaborate effectively with leaders, employees, and customers while maintaining a positive and proactive approach.
- A strong commitment to prioritizing customer service and consistency in all decisions and recommendations.
- Excellent written and oral communication skills.
- Ability to use discretion and independent judgment in evaluating information.
- Considerable knowledge of systems analysis techniques.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Considerable knowledge of key performance indicators and metrics.
- Skill in conducting independent studies and analyses
- Skill in presenting reports defining project progress, problems and solutions.
- Ability to set priorities, meet deadlines and multi-task.
- Ability to work effectively with others.

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JOB POSTING

Commercial Real Estate Specialist

POSITION OVERVIEW

Performs administrative and paraprofessional work organizing the administrative and logistical aspects of a program/s. Develops and establishes work processes and procedures to deliver program services, evaluates effectiveness of program services and efficiency of processes, and implements prescribed program guidelines and objectives.

POSITION ROLES & RESPONSIBILITIES

Develops, organizes, establishes, and evaluates work processes to ensure delivery of services and to fulfill objectives. Reviews existing policies, procedures, and directives and recommends changes where necessary.

Interprets/explains policies, processes, applicable laws, rules, regulations, and guidelines to resolve problems, answers questions, and provides information and advice to current and potential program participants.

Coordinates projects where several organizational entities are involved and follows up to ensure that all details and requirements are met.

Reviews department operations for compliance, identifies strengths and weaknesses and areas of non-compliance, recommends corrective action, and instructs individuals and groups on proper methods and procedures for compliance with regulations.

Writes or revises internal processes.

Assists in developing presentations for individuals, groups, and organizations.

Processes and tracks invoices received by the Real Estate department.

Processes and tracks ad valorem tax and City of Tampa storm water invoices.

Assists with the revision of contracts and agreements.

Provides backup for other department personnel.

Organize and coordinate meetings with both internal and external stakeholders.

Assists in the development of the Real Estate department's budget, monitors expenditures and processes pre-approved expenditures; assists with preparing grant applications.

Resolves problems encountered during daily operations and determines appropriate solutions.

Performs other related duties as required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year college or university
- Of experience directly related to the position duties
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the functions, activities, requirements, and objectives of the specific program/functional area to which assigned.
- Knowledge of organizational methods and procedures relating to administrative support.
- Knowledge of budget management practices and procedures.
- Ability to organize meetings, programs, and special events.
- Ability to monitor, oversee and provide guidance to volunteers, clients, and other employees.
- Ability to maintain files and records and prepare reports and correspondence.
- Ability to use a computer and related software.
- Ability to make presentations.
- Ability to organize and to multitask.

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Communication Manager

POSITION OVERVIEW

As a key member of an award-winning globally-recognized team, reporting to the Senior Manager of Communications, the incumbent writes and edits press releases, publications, websites and presentations. This position also acts as a spokesperson for the Hillsborough County Aviation Authority and its facilities (Tampa International Airport, Tampa Executive Airport, Peter O. Knight Airport, and Plant City Airport) when designated. The Communications Manager maintains effective relationships with representatives of media outlets, industry groups and community organizations and serves as a liaison to other internal departments in support of Authority initiatives.

POSITION ROLES & RESPONSIBILITIES

Researches, develops, pitches and writes story ideas for internal and external distribution

Drafts and edits internal and external communications for the CEO and other executive staff

Produces content for distribution in airport newsletters, community and industry publications

Conducts media outreach and responds to media requests in a timely manner

Proactively seeks placement of stories about HCAA airports in national, local and industry publications

Monitors news coverage of the Aviation Authority and aviation industry, identifies trends and opportunities for promoting airport initiatives and produces earned media reports that quantify the value of media coverage

Updates Authority websites

Assists with crisis communications and participates in Airport emergency response exercises

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Journalism, Mass Communications, English or other related field.
- Of experience in broadcast journalism, media relations or public relations.

PREFERRED QUALIFICATIONS

- TV newsroom reporting or producing experience
- Professional experience using Twitter, Facebook and other social media platforms
- Experience working with e-mail campaign software such as MailChimp, Drip or similar programs

KNOWLEDGE, SKILLS & ABILITIES

- Must possess outstanding writing skills, strong editorial judgement, and the ability to communicate technical information in a clear manner under tight deadlines.
- Applicants must have a keen understanding of how media works, what their needs are, and be skilled at prioritizing assignments and handling multiple tasks simultaneously.
- Dependability and flexibility to work outside of traditional business hours when business needs arise are essential.
- Ability to shoot and edit videos

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Communications Specialist

POSITION OVERVIEW

The Social Media Communications Specialist is responsible for the creation and execution of print, video, and social media content for the Aviation Authority and its airports. The Social Media Communications Specialist will develop and implement social media strategies to enhance brand visibility, engage with audiences, and drive business growth. Their expertise in leveraging various social media platforms will be essential in crafting compelling content, managing online communities, and monitoring trends to optimize the company's online presence. Reporting to the Senior Manager of Communications, this position requires leveraging various software programs and dynamic communication strategies to meet the department's needs and goals.

POSITION ROLES & RESPONSIBILITIES

Social Media Strategy:

- Develop and execute comprehensive social media strategies aligned with the company's goals, target audience, and brand identity.
- Stay updated with industry trends and best practices to maximize the effectiveness of social media campaigns.
- Identifies written and video messaging opportunities and creates engaging, daily content for digital platforms, including social media and airport websites.

Content Creation and Curation:

- Create engaging, informative, and visually appealing content tailored for different social media platforms, including but not limited to Facebook, Twitter, Instagram, LinkedIn, and YouTube.
- Curate relevant industry-related content from external sources to provide valuable information to the audience.
- Researches, pitches, and produces written and digital content for distribution in airport newsletters and other platforms.

Community Management:

- Build and nurture online communities by proactively engaging with followers, responding to comments, and addressing customer inquiries or concerns.
- Foster positive relationships with the audience and influencers, encouraging dialogue and user-generated content.

Brand Monitoring and Reputation Management:

- Monitor social media channels for brand mentions, reviews, and discussions, promptly addressing any issues or negative sentiments.
- Implement strategies to safeguard and enhance the company's reputation through proactive crisis management.
- Monitors account performance, news coverage, and posts about the Airport, Aviation Authority, and aviation industry.
- Identifies trends and opportunities for promoting airport initiatives.

- Helps maintain the airport's excellent service standards by addressing customer inquiries and feedback submitted online.

Social Media Advertising:

- Collaborate with the marketing team to develop targeted social media advertising campaigns that align with overall marketing objectives.
- Monitor ad performance, analyze data, and optimize campaigns to maximize ROI.
- Assists the department in operating the TPA TV internal communications platform.

Analytics and Reporting:

- Utilize social media analytics tools to track and measure the success of campaigns, monitoring key performance indicators (KPIs) such as reach, engagement, conversion rates, and customer sentiment.
- Provide regular reports and actionable insights to stakeholders.

Collaboration and Coordination:

- Collaborate with cross-functional teams, including marketing, design, content, and customer support, to align social media activities with broader marketing initiatives.
- Coordinate social media campaigns with product launches, events, and other company activities.
- Works with the Senior Manager of Communications to strategize and implement best practices for the airport's social media program.
- This includes maintaining a social media calendar and serving as an administrator for social media accounts and group pages.
- Executes special projects, events, and presentations as assigned.
- Collaborates with relevant airport departments to support these initiatives and establishes relationships with necessary vendors to effectively carry out campaigns or projects.
- Shares a regular on-call shift in accordance with Communications department needs.
- Undertakes other communications responsibilities as needed.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Journalism, Mass Communications, English or other related field.
- Three (3) years of experience in broadcast journalism, media relations, or public relations.
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Two (2) years of Experience shooting and editing video on tight deadlines using professional camera/audio equipment and editing software
- Two (2) years of Experience updating website platforms and working with software such as PressPage, MailChimp or Drip

KNOWLEDGE, SKILLS & ABILITIES

- Must possess outstanding writing and technology skills and the ability to communicate technical information accurately and in an easy-to-understand manner.
- Ability to prioritize assignments and handle multiple tasks under tight deadlines and have the ability to learn new communications and media platforms quickly.
- Ability to be a self-starter, detail-oriented, and work independently.
- Dependability and flexibility to work outside of traditional business hours as business needs arise are essential.
- Knowledge of best practices for social media, website, and print communications.
- Knowledge in shooting and editing video on tight deadlines, using a professional camera/audio equipment and editing software.
- Knowledge of best practices for social media, website, and print communications.
- Knowledge in updating websites and social media platforms and working with software such as Microsoft 365 products, Adobe products, PressPage, Sprout Social, and Drip.

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Concession Compliance Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Airport Concessions, the Concessions Compliance Manager will support almost every aspect of the Concessions department and will be responsible for a broad and diverse range of assignments. The Concessions Compliance Manager is responsible for assisting in creating and enforcing contractual requirements, assessing Concessionaires' and Service Providers' compliance as specified in Lease and Concessions contracts and the Concessions Handbook, policies and procedures as promulgated by the Tenant Work Permit process, and Authority policies, standard procedures, and operating directives. The Concessions Compliance Manager assists the Senior Manager, Airport Concessions, in preparing the annual business review documents for the Director and prepares reports related to the Concessions annual performance reviews, hours of operation tracking, Wi-Fi survey subcategorizing, and other related reports as required by the Senior Manager, Airport Concessions. Ensures all related concession operations are well staffed, clean, and safe at all times and that Concessionaires are in compliance with their agreements by completing frequent inspections.

POSITION ROLES & RESPONSIBILITIES

Manages and monitors the day-to-day concessions program operation, including the online ordering program, and is the Concession's first point of contact.

Assists in managing the agreements for concessions, the Concessions Receiving and Distribution Center Management, and vending, with a particular focus on compliance and standards.

Offers support in preparing the annual fiscal year operating budget.

Makes recommendations for operational improvements and efficiencies.

Works closely with the Concessionaires, CRDC leaders, outside agencies, other Airport tenants, and internal teams for inspections of all concession locations and support facilities; inspects for cleanliness, safety hazards, preventative maintenance, and any other work required.

Creates, produces, obtains, and maintains all compliance daily, weekly, monthly, and annual reports as required by the Senior Manager, Airport Concessions. This includes, but is not limited to, annual Performance Audits, Security and Operational violations, hours of operation, and other compliance-related reports. It is expected that the Concessions Compliance Manager will obtain a working knowledge of these reports and recommend enhancements as needed.

Collaborates with other Authority departments, in particular, Terminal Operations, Maintenance, Planning & Development, Real Estate, Guest Services, and Procurement as needed and maintains excellent relationships.

Works closely with the Risk Management Department regarding claims and/or personal injury reports within concessions locations.

Supports Senior Manager, Airport Concessions with customer service inquiries and/or complaints related to airport concessions, including responding to wi-fi survey responses, customer service emails, and inquiries in a timely manner. This also includes refund requests for the online ordering program to ensure requests are resolved timely.

Resolves internal requests, questions, and complaints, frequently requiring analysis of situations to determine the best use of resources and proposing corrective actions.

Position may require working alternate schedules on an as-needed basis to support the operation, such as nights, weekends, and holidays. Must be available for calls 24/7, including weekends and holidays.

Performs related work and any other duties as required.

Performs frequent onsite Concession monitoring to ensure quality standards are met, and issues are resolved in a timely manner.

Establishes and implements a plan and monitors Concessionaire compliance with contract provisions such as pricing policy, store standards, and other contractual provisions as needed.

Communicates in writing and orally with Concessionaires concerning contract compliance, operations, and customer service issues.

Captures and analyzes contract activity data to prepare various reports for management.

Provides support to the Senior Manager for the administration of the Concessions Recognition Program.

Maintains, updates, and distributes department resources such as Concessionaire Handbooks, contact lists, menus, and performance plans.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Business Administration, Hospitality, Finance, or other related fields.
- Two (2) to five (5) years of experience in food and beverage, retail, and/or hospitality with progressive responsibility.

KNOWLEDGE, SKILLS & ABILITIES

- Possess an understanding of food and beverage and/or retail operations and compliance as well as federal, state, and local rules and regulations affecting such operations and business principles and practices as they relate to the management of revenue-generating agreements.
- Strong leadership, team-building, and consensus-building skills are required.
- Problem solver, accountable, and decisive with an ability to execute operationally sound plans.
- Visible, enthusiastic, and with a high energy level.
- Strong interpersonal, oral, and written communication skills.
- Exceptional eye for detail and high operational standards.
- Ability to use considerable initiative and critical thinking skills to exercise sound judgment in making conclusive recommendations based on compliance needs.
- Ability to focus on details, set priorities, meet deadlines, and multi-task.
- Ability to communicate effectively and persuasively, both verbally and in writing.
- Considerable knowledge of management principles, practices, and procedures.
- Considerable knowledge of the organization, operating activities, administrative practices, and policies of departments and agencies.
- Skill in conducting performance audits and analyses of operational programs and procedures.
- Ability to work independently to analyze, interpret, accurately summarize, and resolve complex compliance issues.

- Ability to use a computer and related software, including Microsoft Word, Excel, and PowerPoint.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Must possess a current Florida Driver's License. Required

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Concessions Contract Manager

POSITION OVERVIEW

Tampa International Airport is seeking a proactive self-starting individual to be responsible for the administration of leases and contracts to ensure compliance with terms and conditions expressed therein; research relevant markets and financial trends to forecast future business activity and assist in developing recommendations; maintain strong business relationships with tenants. The ideal candidate will have the ability to build relationships across the Authority and will have the curiosity explore the business impacts of new lines of business to the Authority. Additionally, the incumbent will be asked to provide exceptional leadership and strong written and oral communication skills along with experience in the areas of contract management, strategic planning, and financial management as well as manage the day-to-day relationship between the Authority and the Concessions partners.

POSITION ROLES & RESPONSIBILITIES

Builds relationships internal and external to deliver strategic financial goals.

Works closely with Concessionaire partners to promote success by reviewing short and long term metrics.

Manages leases and contracts to ensure compliance with areas such as pricing, merchandise delivery, store standards, cleanliness, customer service and airport provided services.

Manages staff for and/or creates various financial reports including development of pro forma, break-even scenarios, and cost-benefit analysis.

Researches relevant markets and financial trends to forecast future business activity and assists in developing recommendations for the Director.

Prepares financial analysis of assigned concessions through monitoring of sales and revenue reports of concessions. Leads special initiatives and episodic projects.

Prepares presentations to further the goals of the department and support new initiatives.

Manages the procurement process related to new initiatives and other areas of the business.

Contributes to developing policies and procedures for the department.

Manages the day-to-day relationship between the Authority and the concessions partners; resolves management, and customer complaints and conflicts between Concessionaires to ensure excellent relations.

Direct staff support includes a Financial Analyst that assists in this position's responsibilities as well as other duties.

This position performs other responsibilities as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university with a major in Business, Finance, Real Estate or other relevant field
- Of progressively responsible professional management experience involving multi-unit food & beverage or retail management, advertising, arena/hotel concessions management, theme park concessions management or rental car concessions management, commercial property/shopping center management, or hotel management
- Any equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies noted above.

KNOWLEDGE, SKILLS & ABILITIES

- Advanced knowledge of Microsoft Word, PowerPoint, Excel, and Visio required.
- Ability to communicate effectively orally and/or in writing.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to initiate projects and presentations based on department needs.
- Ability to use discretion and independent judgment in evaluating information.
- Understands the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Strong problem-solving skills, proficiency in analytics, and the ability to develop valuable business insights.
- Knowledge and a thorough understanding of Concessions Programs, including all lines of businesses referenced in this position description, administration and management of contracting documents, and compliance with policies and procedures.
- Detail oriented with strong organizational, prioritization and interpersonal skills.
- Strong background in contract management and sales support.

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JOB POSTING

Construction Project Manager

POSITION OVERVIEW

Reporting to the Senior Manager of Construction or Director of Construction, the Construction Project Manager is responsible for managerial and administrative work in planning, organizing, directing, and executing new Construction. The position identifies and tracks changes in budgets, tracks progress, and oversees implementation of the overall design. In addition, the incumbent will make recommendations regarding recovery schedules, value engineering of design elements, and evaluate the overall risk of the project and work with fellow team members in improving safety. The Construction Project Manager will interact with the Authority's consultants, engineers, parking & retail vendors, Operations, FAA, and other agencies in representing the Authority's interest. The Construction Project Manager will be required to maintaining confidentiality during contract negotiations and when working with procurement. The Construction Project Manager will work under the direction of the Senior Manager of Construction or Director of Construction with considerable latitude for independent judgment as to the technical aspects and implementation of the construction projects.

POSITION ROLES & RESPONSIBILITIES

Responsible for developing and managing strategies for effectively communicating with key personnel both internal and external stakeholders.

Tracking and monitoring both State and Federal programs and assuring adherence and compliance.

Oversee the contractors pay application approval process and negotiate contractor's Schedule of Values.

Provide leadership for the airport's construction program and provide guidance for the day to day operations, administration, and decision making.

Develop and implement new policies and programs needed to track and monitor contract adherence.

Represent the Agency during weekly/monthly meetings with the contractors and designers.

Work with project inspectors as required ensuring contract compliance and continuity.

Coordinate construction related activities with tenants. Craft written notifications as well as conduction face to face meetings.

Coordinate and notify tenants and fellow departments as needed when services are being impacted or interrupted.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- A four-year degree from an accredited college or university in Construction Management, Engineering, Architecture, or related field
- Associate's Degree From an accredited college or university
- Of experience working in the field in construction management and/or supervision.
- Of experience in the field regarding construction management or supervision.

KNOWLEDGE, SKILLS & ABILITIES

- Proficient in the use of Windows and Microsoft Office software (Word, Excel, Projects, and Outlook).
- The ideal candidate will have strong people skills, exceptional leadership, and solid oral and written communication skills.

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Development Committee Manager

POSITION OVERVIEW

Reporting to the Director of Capital Planning, the Development Committee (DC) Manager is responsible for analyzing, managing, and reporting on all aspects of the Development Committee activities for the Hillsborough County Aviation Authority (HCAA). Performs professional duties, including establishing and coordinating the bi-weekly DC agenda through the execution of the job responsibilities described herein.

POSITION ROLES & RESPONSIBILITIES

- Generate and manage the Bi-weekly Development Committee (DC) agenda for all active, pending, closed, and new FY capital development projects which consist of planned Authority capital projects, containing the planned major growth capital improvements and on-going maintenance capital expenditure projects needed to meet the projected requirements of the Authority.

- Coordinates follow-up with the Project Directors (PDs) as necessary to revise and resubmit new FY PMP documents after receiving briefing on Development Committee comments, to ensure the capital projects are prepared effectively and prioritization is achieved to arrive at the final list of capital projects.

- Manage schedule for new FY presentations of exhibits and discussion of issues on special interest items, coordinates with Project Directors and department Directors to present or discuss items during the appropriate Development Committee meeting for the DC Committee approval; to ensure the capital projects are managed effectively and the Authority's goals are achieved.

- Receives, coordinates, and prepares final documentation for each new FY Project Management Plan (PMP) submittal, which includes planning documents that describe a project's scope, budget and construction costs worksheets, project schedule, project team, potential impacts, cost benefit analysis, project expectations checklist, and delivery approach and design.

- Manage, post and maintain electronic files on all Development Committee (DC) approved capital development Project Management Plan (PMP) documents including new FY PMP projects, all approved revisions and updates and the PMP Financial Closeouts and Closed projects in the PMP folders for retrieval of document preparation by the Project Directors and informational purposes for all internal departments.

- Prepare the recommended annual FY capital budget and summary Capital Improvement Plan (CIP) Book for presentation to the Airlines and the HCAA Board for approval and inclusion in the annual Budget.

- Annually update all Master Project Management Plan (PMP) documentation forms for the new FY PMP process.

- Manage and schedule necessary meeting rooms and meeting invites for the Bi-Weekly DC meetings.
- Schedule and lead individual and departmental DC/PMP training meetings as necessary.
- Monitor all reporting of the Capital Improvement Plan (CIP) substantially completed closeout packages which are completed both directly by, internal teams, and third-party services such as design firms, trade contractors, construction managers, equipment suppliers, and other service providers for completeness and accuracy.
- Update DC/PMP internal departmental processes.
- Annually update the Development Program Manual, which defines the procedures and guidelines for planning, budgeting, implementing, and managing capital projects for Tampa International Airport, Peter

O. Knight Airport, Tampa Executive Airport, and Plant City Airport, in collaboration with Planning and Development 9P&D), Construction and Procurement, as a commitment to innovation and process improvement.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Business Management, Business/Public Administration or another related field.
- Experience in finance/accounting working with capital projects, project management, data analytics.
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Bachelor's Degree Business Management, Business/Public Administration or another related field.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles and practices of management.
- Considerable knowledge of the functions, services, activities, requirements and objectives of the specific program/functional area to which assigned.
- Knowledge of federal, state, and local regulations pertaining to the assigned area.
- Skill in applying existing guidelines and in creating new approaches to develop and modify work plans, methods, and procedures for the work unit or function.
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, management, and local stakeholder groups to accomplish departmental and Authority's mission.
- Ability to communicate effectively both orally and in writing in order to present information and prepare a variety of reports.
- Ability to identify relationships that explain facts, data, or other information, and make correct inferences or draw accurate conclusions.

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Director Enterprise Risk Management

POSITION OVERVIEW

The Director of Enterprise Risk Management is responsible for the Hillsborough County Aviation Authority's Enterprise Risk Management, Insurance, and Employee Safety programs. The Director reports to the Vice President of Human Resources and Administration and leads a team of four risk management, insurance, and safety professionals. The Director drives the implementation of the Authority's ERM framework and collaborates with stakeholders to identify, analyze, treat, and transfer risk, and to surface new business opportunities. The Director oversees the Authority's insurance portfolio, determines adequate levels of coverage, makes recommendations to purchase or renew insurance policies, and investigates and monitors incidences that could become compensatory events. The Director monitors employee safety; plans, develops, and executes training; and continuously engages staff to improve safe work practices.

POSITION ROLES & RESPONSIBILITIES

Inspires, leads, trains, and mentors the Enterprise Risk Management team consisting of four risk management, insurance, and safety professionals

Implements and continuously improves the Authority's Enterprise Risk Management framework and program.

Collaborates with stakeholders to identify, analyze, treat, and transfer risk, and to surface new business opportunities.

Aligns with other risk management functions, such as Business Continuity, Emergency Management, and Safety Management System, to ensure end-to-end business resiliency and recovery.

Increases enterprise risk management communication and awareness; prepares and presents reports; complies with applicable laws, regulations, policies, and procedures; utilizes best practices; and makes recommendations regarding risk exposures.

Monitors employee safety trends; plans, develops, and executes organizational and departmental safety training; and engages staff to continuously improve safe work practices.

Oversees the Authority's insurance portfolio, determines adequate levels of coverage, negotiates insurance terms and conditions, works with brokers and other insurance professionals, and makes recommendations to purchase or renew insurance policies.

Develops and executes the Enterprise Risk Management budget.

Investigates and monitors incidences that could become compensatory events, and ensures entities doing business with the Authority maintain adequate insurance.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Bachelor's degree with major in Insurance, Finance, Accounting, Risk Management, Business, Pre-Law, Engineering, Science, or related field.
- Experience in (enterprise) risk management, management of insurance portfolios, evaluation of insurance needs, risk and loss control, safety, risk reduction
- Leading and supervising a team

PREFERRED QUALIFICATIONS

- A postgraduate degree is not mandatory, but may also be beneficial and preferred.
- Experience in change management

KNOWLEDGE, SKILLS & ABILITIES

- Understanding of and ability to administer property & casualty insurance portfolio.
- The ability to assess exposures and determine the appropriate insurance coverage needed to protect the Authority and process claim information to the conclusion.
- Excellent communication skills
- Ability to manage change and build consensus
- Superior verbal, written, presentation, diplomatic, and conflict resolution skills
- Ability to provide leadership and direction in a manner that cultivates respect and influences positive behavior at all levels of the organization
- Ability to partner and interact with individuals at all levels of the organization and beyond
- Ability to maintain the highest levels of integrity, professionalism, and confidentiality
- Strategic mindset, excellent judgment and proactive and dynamic style that fosters informed decision making, particularly on challenging and complex issues.
- Extensive understanding of insurance products and ERM systems
- Excellent decision making and problem solving skills. Innovative and creative in resolving issues and improving processes.
- Attention to detail is a must.
- Understanding of external environment impacting the business.
- Foster strong results orientation within department by motivating team and holding them accountable to meeting customer needs and organizational goals.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Valid FL Driver's License Required
- Certified Risk Management Professional (RIMS-CRMP) Certification from a leading Risk Management organization Preferred
- CRCMP - Certified Risk And Compliance Professional Preferred
- Certified Risk Analyst-GAFM Preferred

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Director of Airport Concessions

POSITION OVERVIEW

Under the general direction of the Vice President of Concessions and Commercial Parking, the incumbent will manage, plan, organize, integrate, and directly oversee the Authority's Concessions Program for all concessions, including food & beverage, retail, advertising, passenger services, and vending for all airport terminals and Authority properties, budgeted to generate approximately $34M in FY23. The incumbent is responsible for developing a strategic plan, including recommendations for building the concession program and developing budgets, forecasts, and pro forma as required. The incumbent is responsible for evaluating, developing, and managing all airport concession agreements, including developing plans to explore, generate and drive non-aviation revenues while keeping the Authority's ACDBE program goals at the forefront. The incumbent will also monitor and evaluate the concession program's financial and customer service performance and appearance to ensure vendors and service providers meet Authority standards.

POSITION ROLES & RESPONSIBILITIES

Strong oral and written communication skills. Comfortable presenting to a variety of audiences.

Fosters strong professional working relationships with internal and external stakeholders

Ownership of the Airport's Concessions program, including food & beverage, retail, advertisement, sponsorships, vending, and passenger services, and other revenue-generating non-airline services

Manage the development of the annual budget, forecast, space planning, space design, selection of operators, as well as financial management analysis, merchandising, product promotions

Identifies and promotes the highest and best use of airport properties and spaces to maximize airport revenue

In coordination with the Procurement and Legal team, direct, develop, and manage the negotiation and oversee all airport concession agreements

Monthly, prepare and present reports on Concessions performance, including insights and analysis. Lead real-time analysis of Concessions sales and revenue trends

Stay apprised of industry and consumer trends to develop strategic direction and identify opportunities to optimize revenues and enhance customer satisfaction as well as to retain or generate additional revenue in each of the lines mentioned above of businesses/categories

Collaborate with internal stakeholders on key projects such as Master Plan, construction projects, and contract audits

Represent the department at meetings, functions, and events

Administer the third-party logistics management contract for the benefit of Concessionaires and the Authority

Oversee the team that ensures high levels of passenger service and contractual compliance in

Concessions. Select, train, coach, mentor, develop and manage Senior Manager of Concessions, Concessions Manager, and Concessions Compliance Manager

Perform other related duties as required

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Of progressively responsible experience in planning, developing, and implementing concession programs and negotiating and administering revenue-generating contracts.
- An equivalent combination of training and experience.
- Experience should reflect demonstrated knowledge and a thorough understanding of budgeting, retail or food service operations, administration and management of contracting documents, and compliance with policies and procedures.
- Related experience may be substituted for education on a year-for-year basis.

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JOB POSTING

Director of Airport Operations & Emergency Management

POSITION OVERVIEW

Reporting to the Vice President of Operations, the Director of Airport Operations and Emergency Management is responsible for directing Airfield Operations, the Airport's Wildlife Program, Emergency Management, and the Airport Operations Center at Tampa International Airport. The Director oversees the day-to-day safety, security, and efficiency of airside operations at TPA and establishes strategic direction to prepare, mitigate, respond, and recover from incidents or emergencies that have or could have the potential to interrupt business operations.

POSITION ROLES & RESPONSIBILITIES

Ensuring compliance with all applicable federal and state regulations and enforcing the Authority's Operational Policies, Procedures, Rules, Regulations, and Operating Directives. Ensures compliance with FAA and TSA and all other applicable regulations. Monitors airport operations and directs operations staff to ensure safe and efficient service to airport users.

A key member of the Airport's incident management team during event response; provides leadership in emergencies, taking such action as needed to move equipment, settle public unrest, and make judicial decisions in disputes - all to ensure the smooth functioning of the airport.

Developing changes and additions to procedures to continuously improve airport operations' safety, security, and efficiency.

Recommending improvements or expansions to policies, procedures, and the facility that would enhance the safety, resilience, and customer service experience of the passengers, airlines, and other airport users.

Manage and steward budgets and other resources.

Serving as a liaison and the principal Authority representative to the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), State of Florida, FDLE (for the Airport Operations Center), Hillsborough County, and City of Tampa officials.

Identify and coordinate the implementation of hiring and retention practices across the organization.

Fostering collaboration and teamwork across the organization.

The leadership, engagement, and development of the team members they lead.

Building a strong, effective, collaborative relationship with the Authority's Director of Enterprise Risk Management.

Able to assume all roles in the EOC before, during, and following events, facilitate timely and complete situation information, including damage assessment, during and after emergency events.

Acts for the Vice President of Operations in their absence to ensure consistent and smoother functioning

of the airport.

REQUIRED FOR ALL HCAA JOBS

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Public Or Business Administration, Airport Management or another related field.
- Of experience of a responsible nature supervising operations at a large or medium hub airport, including thorough knowledge of federal and state regulations governing the use and operation of airports.
- Demonstrating leadership qualities, including strong interpersonal skills and emphasis on collaboration, working with others, and leading and developing team members.

LICENSES AND CERTIFICATIONS

- Associate Emergency Manager (AEM) or higher credential within the International Association of Emergency Managers (IAEM) Preferred
- Certified Member (CM), AAE (Accredited Airport Executive), or related credentials Preferred

PREFERRED QUALIFICATIONS

- CJIS/FDLE regulatory experience or other regulatory agency coordination, engagement, and accountability
- Part 139 regulatory experience

KNOWLEDGE, SKILLS & ABILITIES

- Builds partnerships, work collaboratively with others to meet the shared objective, delivers customer-centric solutions, and handles conflict situations effectively.
- Makes sense of complex, high-quality, and sometimes contradictory information to make effective, timely decisions that keep the organization moving forward
- Holds themselves and others accountable to meet commitments by establishing clear responsibilities and processes for monitoring work and measuring results
- Ensuring safety and security are always the priority.
- Listening closely and communicating openly, honestly, and directly.
- Encouraging change and innovation.
- Promoting broad employee involvement.
- Embrace diversity.
- Treating all staff and members of the public with dignity and respect.
- The ability to debate constructively, decide definitively and support actively.
- Demanding and accepting responsibility.
- Ability to follow through with clear, consistent consequences.
- Being courageous and optimistic.
- Working and thinking as a team to avoid 'silos.'
- Follow and live out the Department's Rules of Our Road.
- Takes on new opportunities and tough challenges with a sense of urgency
- Creates a climate that encourages the open expression of diverse ideas and opinions, acts with diplomacy and tact, and relates openly and comfortably with diverse groups of people
- Anticipates and balances the need of multiple stakeholders and, where necessary, win concessions without damaging relationships

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JOB POSTING

Director of Airport Properties and Airline Affairs

POSITION OVERVIEW

The Director of Airport Properties and Airline Affairs oversees airline properties and contracts on behalf of the Authority. This role involves providing expertise in contract negotiation and drafting, advising on all real estate activities impacting airlines and ground handlers, and serving as the primary liaison between the Authority and its airline partners. The Director is responsible for evaluating, developing, negotiating, and overseeing all airline and ground handler agreements while also formulating a strategic plan with revenue generation recommendations.

POSITION ROLES & RESPONSIBILITIES

Liaison and Partnership:

- Act as the primary point of contact between the Authority and airline partners.
- Efficiency and Safety:
  Facilitate discussions between the Authority, airlines, and airline support companies to improve operational efficiency, boost passenger growth, and enhance safe and secure working conditions.
- Identify and cultivate strategic networks, relationships, and partnerships both internally and externally. Engage with aviation and non-aviation customers to meet contractual and facility needs.
- Collaborate closely with the Authority's Air Service Development team to attract additional air service to TPA. Lead discussions on facility and operational possibilities, backed by financial analyses.
- Establish and communicate reasonable performance standards.

Project Management:

- Direct and address project management, administrative, and operational issues related to airline real estate, including the analysis, administration, drafting, interpretation, and management of aeronautical and non-aeronautical contracts.
- Oversee the implementation and functionality of the Real Estate GIS, including updates to enhance its utility.
- Workflow Optimization:
  Develop and maintain an efficient workflow and ongoing operations, including recommending process improvements as necessary.
- Collaborate with internal Authority teams to coordinate and provide input on Capital Projects at TPA affecting airline and ground handler operations.
- Facilitate discussions between the Authority, airlines, and airline support companies to improve operational efficiency, boost passenger growth, and enhance safe and secure working conditions.

Contract Expertise:

- Provide technical analysis and contract expertise to ensure compliance with regulatory and Authority policies and procedures, aligning with business, contract, and revenue objectives. Create effective project/program schedules and outcomes.
- Direct and, when necessary, conduct negotiations and preparations for favorable lease and operating agreements. Assist in formulating negotiation strategies and relevant policies.

Revenue Generation:

- Develop innovative solutions for revenue generation and potential operational efficiency enhancements.

- Oversee airline-related lease revenue projections and collaborate with other Authority departments to project airline-related revenues.

  Personnel Management:
- Select, train, supervise, motivate, coach development skills, and evaluate personnel.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Public or Business Administration, or another related field
- Five (5) years Of project management, contract development, and contract administration experience. Demonstrating knowledge of contracts and business practices a must and must reflect a thorough understanding of the administration and management of contracting documents and compliance with policies and procedures.
- Five (5) years A general understanding of the airline business, including recognition of major domestic and international air carriers.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Upon Hire Required
- Certified Member (C.M.) credential from the American Association of Airport Executives. within 1 Year Required

PREFERRED QUALIFICATIONS

- Master's Degree Public or Business Administration, or another related field
- PhD Law Degree (J.D.)

KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in standard Microsoft Office applications, including MS Word, Excel, and PowerPoint
- Proficient in contracting techniques and best practices, with considerable knowledge of business negotiations, contract law, and project management principles.
- Utilizes financial data and key performance indicators effectively to drive revenue and support development.
- Demonstrates strong consulting and interpersonal skills to establish and nurture business relationships.
- Expertise in service-based, customer-centered best practices.
- Proficient in effective, concise communication both orally and in writing.
- Leadership: Actively supports and implements the Authority's mission and vision goals. Encourages diverse perspectives and challenges the status quo to align with Authority goals.
- Influence: Persuasive and results-oriented, balancing the needs of the Authority and stakeholders. Commands respect based on results and adherence to Authority values.
- Communication Skills: Strong internal and external communication skills for complex negotiations, including the ability to handle sensitive relationships and situations.
- Innovation and Creativity: Encourages innovative solutions and fosters a culture of creative thinking.
- Customer Focus: Effectively manages internal and external customer requirements and seeks continuous process improvement to enhance customer service.

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Director of Commercial Parking & Ground Transportation

POSITION OVERVIEW

Reporting to the Vice President of Concessions, this position is responsible for managing the revenue and coordinating the operations of the Tampa International Airport's public and employee parking facilities which generate approximately $70 million in annual revenue to the Authority.

POSITION ROLES & RESPONSIBILITIES

Ownership of the Airport's parking programs and products in order to grow its largest revenue producing business.

Establish parking revenue forecasts and budgets and deliver on revenue targets set out in the annual budget with the goal of increasing parking revenues.

Provide and present analysis and reports on parking financial performance, product performance and future plans to senior management.

Work with other departments to develop, implement and manage parking contractor agreement with a focus on identifying efficiencies.

Work with other departments to ensure compliance with parking revenue control and audit processes.

Increase parking mode share, making parking at the Airport the natural or 'first choice' when travelling to or from the Airport.

Provide expertise in the capabilities and functions of the Parking Revenue Control System and other parking related software.

Lead through relationship a cross functional team to continually deliver improved customer offerings.

Identify and implement long term strategic plans for Airport parking.

Work with other departments and consultants to develop customer parking options that offer enhanced customer services and drives parking revenue.

Represent the department at meetings, functions, and events.

Develop and implement recovery plans for off-schedule and unanticipated occurrences.

Perform other related duties as required.

Mentor and provide expertise to other team members.

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- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.

- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university
- In parking financial/operations management, including one (1) year of supervisory experience

PREFERRED QUALIFICATIONS

- Bachelor's Degree In Business, Economics, Finance, Aviation, Logistics or related field.
- Of parking management experience

KNOWLEDGE, SKILLS & ABILITIES

- Understands the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Ability to produce strategic plans for parking that are in line with Authority objectives.
- Ability to create, manage, forecast, and analyze budgets.
- Ability to analyze and interpret parking revenue, trends, products and applications used worldwide and identify new sales channels for Airport parking.
- Ability to direct and manage multiple resources and projects to achieve successful outcomes.
- Ability to build coalitions among the various stakeholders.
- Ability to communicate effectively both orally and in writing and facilitate the open exchange of ideas and information.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Skill in presenting reports defining project progress, problems and solutions.

LICENSES AND CERTIFICATIONS

- CAPP - Certified Administrator of Public Parking Preferred
- Certified Parking Professional (CPP) from the National Parking Association. Preferred

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JOB POSTING

Director of Commercial Real Estate

POSITION OVERVIEW

Reporting to the Director of Real Estate, this position is responsible for the management of Real Estate Development for the Authority. The incumbent will provide the technical and legal expertise in compliance with the State of Florida's standards of conduct and provide advice regarding all real estate activities, such as title work, survey, easements, environmental issues, appraisals, appraisal reviews; purchase, relocation and development of property interests; conduct negotiations; and monitor other potential areas that might present risk for each transaction and/or venture. The incumbent will also be responsible for developing, implementing and managing a robust real estate program in alignment with the Authority's aeronautical and master plan development, but must strive to creatively maximize the use of available Authority land.

POSITION ROLES & RESPONSIBILITIES

- Responsible for the overall success of the Real Estate Development Department for the Authority, including commercial and industrial, and represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission and values of the Authority.
- Establishes and communicates reasonable standards of performance.
- Provides direction and mitigation strategies regarding real estate ventures and negotiations, while ensuring legal compliance with Florida legislative regulations, and other agencies and entities.
- Directs and, as required, conducts solicitations, negotiations and preparation of favorable lease agreements. Assists in the strategy, development and preparation for the conduct of negotiations as well as assisting in formulating policies which are applicable to this role.
- Identifies and builds strategic networks, community relationships and partnerships that could fit the Authority’s real estate development strategy.
- Develops and maintains effective, efficient workflow and ongoing operations, including recommending process improvements as needed.
- Effectively manages the real estate budget by facilitating realistic forecasting, maintaining effective budgetary controls, constructing contingency plans to stay within budgetary constraints, reducing expenses and/or developing revenue generating opportunities.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Public or Business Administration, or another related field
- At least five (5) years of real estate development experience
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Licensed Real Estate Agent within 1 Year Required
- DL NUMBER - Driver License, Valid and in State Required

PREFERRED QUALIFICATIONS

- Master's Degree Public or Business Administration, or another related field

KNOWLEDGE, SKILLS & ABILITIES

- Strong oral and written communication skills and solid experience in negotiations are mandatory
- Must be competent in operating standard Microsoft Office applications including MSWord, Excel, and PowerPoint
- Must possess a positive attitude, be customer service focused, and have the ability to work in a team environment
- Demonstrated expertise in real estate services techniques and best practices. Has a thorough knowledge of all real estate laws, practices, policies and guidelines.
- Understands, utilizes and integrates financial data and other key performance indicators to support process performance.
- Demonstrated experience in consulting and interpersonal skills to assist internal customers with real estate services.
- Demonstrated expertise in customer-centered real estate services best practices; has applied them effectively.
- Understanding of technical standards and requirements of external and internal customers.
- Professional certification in Real Estate or related field desired.
- Leadership – Clearly supports, communicates and takes responsibility to implement the Authority's mission and vision goals. Actively solicits opinions and perspectives from all levels of the organization. Encourages and is open to other points of view. Will challenge the status quo to move the Department forward to the highest levels of achievement and in alignment with Authority goals. Demonstrates concern for employees' well-being; promotes and supports the ongoing development of employees.
- Influence – Is compelling and persuasive when engaged with individuals or teams inside and outside. Recommends solutions based on data and balancing the needs of the Authority and customers, partners and vendors. Commands respect based on results achieved and behavior consistent with the Authority's values at all levels.
- Internal Communication – Requires developing and maintaining ongoing internal relationships involving difficult, formal negotiations. This calls for a well-developed sense of timing, strategy and may involve detailed explanation and interpretation of policies, rules and regulations. Requires the handling of extremely delicate/sensitive relationships and complex situations.
- External Communication – Requires developing and maintaining ongoing external relationships involving difficult formal negotiations. This calls for a well-developed sense of timing, strategy and may involve detailed explanation and interpretation of policies, rules and regulations. Requires the handling of extremely delicate/sensitive relationships and complex situations.
- Innovation and Creativity – Develops and implements creative and innovative solutions to business problems. Encourages and expects others to think "out of the box" and not be limited by existing methods and procedures. Explains how proposed changes will create value for the customer and the Authority.
- Customer Focus – Demonstrates a clear understanding of effectively managing both internal and external customer requirements and measurement criteria. Identifies and makes process improvements to better serve the customer. Establishes positive and collaborative relationships with all customers.

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Director of Communications

POSITION OVERVIEW

As a key member of an award-winning globally-recognized team, the Director of Communications writes or supervises the writing of press releases, communications plans and all other content for Aviation Authority publications, and acts as the primary spokesperson for the Hillsborough County Aviation Authority. Reporting to the Vice President of Communications, the Director of Communications oversees the execution of Department plans and goals, as well as maintains effective relationships with media and relevant stakeholders in support of Aviation Authority objectives and needs.

POSITION ROLES & RESPONSIBILITIES

Supervises Communications Manager and Communications Specialist

Functions as a primary media contact for the Aviation Authority; Responds to media requests in a timely manner

Proactively seeks placement of stories about Tampa International Airport/HCAA in national, local and industry publications

Copy edits all written materials distributed by the department

Researches, writes and edits executive and stakeholder communications

Monitors social media and news coverage of the Aviation Authority and industry, identifying trends and opportunities for promoting airport initiatives or preempts a response

Drafts and ensures execution of weekly and monthly communications plans

Maintains updated Crisis Communications plan and Department Policies and Procedures

Serves as Communications liaison for other Aviation Authority departments

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Journalism, Mass Communications, English or other related field.

PREFERRED QUALIFICATIONS

- Seven (7) years experience in journalism, media relations or public relations.

KNOWLEDGE, SKILLS & ABILITIES

- Outstanding writing and leadership skills and the ability to shape messaging and communicate technical information in a clear and easy-to-understand manner under tight deadlines.
- Strong editorial judgment and strategic thinking skills, and the ability to communicate technical information accurately under tight deadlines.
- Keen understanding of media, social media, and technology platforms, and be skilled at prioritizing assignments and handling multiple projects and tasks simultaneously.
- Ability to be dependable and flexible to work outside of traditional business hours when business needs arise is essential.
- Proficient in Microsoft Office (Word, Excel, and PowerPoint).
- Excellent organization, flexibility and time management skills and the ability to work in a dynamic, deadline-driven environment.
- Ability to demonstrate good judgment, high ethics and project a professional image.
- Ability to maintain a high level of confidentiality
- Able to generate and deliver persuasive and clear verbal, graphic, and written communications.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

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JOB POSTING

Director of Construction

POSITION OVERVIEW

Reporting to the Assistant Vice President of Planning and Development the Director of Construction represents the Authority in the administrative and operational details of ongoing construction activities. The Director of Construction insures that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the requirements of the Authority. This position will provide oversight of the communication between Authority Staff, contractors, designers, inspectors and the Authority's Consulting Engineer on all construction projects ; provides oversight of the schedules of construction for all projects and assures that construction phasing, conflicts between contractors and contract compliance issues are addressed. This position will also provide oversight of the status of contract submittals processing and assures prompt action is taken to maintain appropriate response within contract requirements.

POSITION ROLES & RESPONSIBILITIES

With the assistance of the Project Managers, this position insures that regular construction progress meetings are conducted between contractors, designers and inspectors to review procedures, progress, scheduling and changes to the work.

Monitor the contractor's implementation and maintenance of a Safety Program. Review all proposed changes to the Construction Contracts and assure proper application and interpretation of the Contract Documents.

Analyzes contractor claims and prepares recommendations for Authority action.

Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly Status of Construction Report by the project manager.

Reviews the schedules submitted by the contractor to ensure compliance with the Master Schedule, and monitors each contractor's monthly submittals of schedules to ensure they remain within the parameters established by the Master Control Schedule. This includes reporting any major variance with recommended corrective action. Coordinates phasing of contactors' work to complete the Project(s) according to the Authority's objectives of cost, time and quality.

Acts as the representative of the Authority at the site of all construction work.

Oversees Project Managers' scheduling and conducting of Progress Meetings at which Contractors and Inspectors can jointly discuss matters such as procedures, progress, problems, field changes and scheduling. Establishes procedures for cooperation and coordination between inspectors and Contractors concerning all aspects of the Project and implements such procedures.

Develops and implements a procedure for review of all contractors' schedules of values and reviews all contractors' billings and invoices and recommends payment of all invoices.

Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside Project limits is performed and assures that all necessary field records that arise out of the Work

are maintained and provides oversight of the Project closeout procedures.

Oversees the preparation of formal Board Monthly Status Reports of all Construction.

Oversees the preparation and negotiation of all Contract Change Orders.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Engineering, Architecture or Building Construction from an accredited college or university
- Of experience in construction administration or construction management. Experience should include work at a medium or large hub airport.

LICENSES AND CERTIFICATIONS

- Certified Civil Engineer-CESB Preferred

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Director of Enterprise Application Services

POSITION OVERVIEW

The Director of Enterprise Application Services serves on the Information Technology Services leadership team to oversee the planning, delivery, and management of enterprise applications for Tampa International Airport. Reporting to the Vice President of Information Technology Services, this position will provide leadership, vision, and direction to deliver outcomes that meet the strategic initiatives for the Authority. The Director position will be responsible for the day-to-day management of the applications group and will be accountable for optimizing the cost, risk, and value of applications throughout their life cycle. The Director position will have the opportunity to build and execute technology roadmaps that support our journey to the Cloud, be the change agent for agile transformation, help our end users with technology adoption, and build high-performing teams with the right skills to support our technology landscape. The ideal candidate will have strong business acumen partnering with all levels of stakeholders, possess a passion for innovation and continuous improvements, and have strong experience with a diverse set of business applications, including ERP, Public Safety, and GIS in a public sector environment.

POSITION ROLES & RESPONSIBILITIES

Leadership and Management

- Participates in the leadership and management activities to develop, plan and execute the ITS Strategic plan
- Directs application teams, providing development opportunities to enhance their skills in order to meet the current and future needs of the Authority.
- Provides overall direction and guidance to the applications leadership team; supervises and mentors staff.
- Engages in a planned program of professional development to grow and develop skills and knowledge essential to the position.
- Attends and participates in industry conferences with membership in professional organizations and user groups

Strategy and Planning

- Defines and manages the application portfolio; prepares roadmaps and long-term strategy for key products and applications.
- Stays current with overall trends and specific vendor plans to support strategic decision making.
- Oversees the assessment of the technical and business fitness of the Authority's business applications portfolio as well as their associated costs and risks.
- Leads system-wide initiatives to improve efficiency and effectiveness of the Authority's business processes in accordance with priorities and directions negotiated and discussed with various leadership groups.
- Recognizes and advances opportunities for the utilization of the Authority's information technology investments.
- Contributes to the overall technology strategy, architecture and process improvements for the Authority.
- Champion the adoption and maturity of Agile practices within the enterprise application teams while maintaining a strong focus on quality and scalability.

Business Relationship Management

- Effectively partners with business stakeholders at all levels to envision and create robust business capabilities roadmaps based on various business objectives
- Collaborates with IT staff and business stakeholders to define project deliverables and outcomes

- Builds trusted relationships with our strategic partners focused on value creation, innovation, and outstanding service and product delivery.
- Promotes transparency and open communication with business partners through meetings, status reports, and roadmaps on current and upcoming activities.
- Leads and inspires the enterprise application teams to engage with the business to solicit ideas for process improvements, wants, and needs.

Budgeting and Administration

- Builds and manages the enterprise applications budget and provides input in the administration of related budgets.
- Leads vendor/software package selection/evaluation and implementation and engages with Procurement and Legal for contract management and guidance.
- Maintains the inventory of software portfolio to track usage and engage with application vendors leadership to maximize the benefits of each investment
- Works with vendor partners to identify and assess the appropriate emerging trends (both innovation and efficiency drivers) and their strategic relevance to the Authority

Operational Management and Delivery

- Reviews and approves all systems development project requests and coordinates schedules and related departmental activities.
- Directs the planning, development, and implementation of system-wide core business applications systems and database management systems, and non-enterprise, departmental application systems.
- Collaborates with other Information Technology management staff regarding enterprise and system-wide computer architecture, capacity, planning, security, and usage.
- Oversees the formulation of business applications project objectives and system development requirements
- Formulates and implements application development security standards in partnership with the Information Security Office to ensure the Authority's applications are effectively secured and that risks are mitigated.
- Develop and enhance methodologies and practices for the application life cycle management in line with best practices and practical experience of continuous improvement.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Information Systems, Computer Science, Management Information Systems, Computer Engineering, Business Administration, or other related discipline (relevant courses or trainings will be considered as an alternative to the degree requirement)
- of progressive experience, building and leading technology teams.

KNOWLEDGE, SKILLS & ABILITIES

- Strategic thought leadership with a strong understanding of cross-functional business processes
- Strong operational management experience in all aspects of running an enterprise application team
- Knowledge of designs, setups, installation, implementation and maintenance for enterprise applications.
- Knowledge of security issues, crisis management and business continuity; and legal issues regarding technology.
- Ability to plan, establish, manage, and evolve applications systems and solutions in support of the Authority's strategic objectives and success.
- Knowledge of driving and implementing process improvement and organizational change initiatives
- Experience costing, budgeting (development and management), risk and financial analysis.
- Skilled in managing and prioritizing work of others, including leading and motivating staff.
- Excellent written and oral communication skills for all levels of employees
- Experience in evaluating programs and thinking strategically about future directions for IT.

- Knowledge of quality assurance and testing concepts and procedures.
- Experience building relationships with cross-functional teams on highly collaborative projects
- Strong project management skills including experience with Agile and Waterfall concepts
- Skill in defining program objectives and establishing information technology standards, policies, and budgets.
- Skill in analyzing and improving operational effectiveness.

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Director of Finance Operations and Capital Programs

POSITION OVERVIEW

Reporting to the Vice President of Finance, this position is responsible for the coordination of the Authority's Capital Improvement Program (CIP), state and federal grant funding, grant billing, project payments, capital assets, and project performance reporting. This includes development of the short- and long-range capital improvement program, project cost tracking and forecasting, records management, performance measures, and process improvements. Direct Reports: Projects and Grants Finance Manager and the Development Committee Manager.

POSITION ROLES & RESPONSIBILITIES

- FDOT – work with local District Office and 'negotiate' funding within the Work Program; be in tune to changing needs and be able to maneuver within the system to avoid from losing funds, or gain other funding as available
- FAA AIP – need to maintain close relationships with the Orlando ADO contact; must be familiar with AIP Handbook, project eligibility and application timelines and schedules; prepare all pre-applications and applications to obtain all Cargo, Primary and non-Primary Entitlements, as well as any applicable and available Discretionary funding. Also responsible for the preparation and coordination of PFC Applications when required.
- Manages the Development Committee process to ensure all departments provide necessary input to properly plan and track all capital projects. Also, chairs the Development Committee meetings held every other week
- Ensures the Capital Improvement Program Master Schedule is maintained and updated providing project scheduling and cash flow projections
- Team is responsible for all grant billing, quarterly reporting, compliance reporting, adherence to internal controls and grant close-outs
- The Capital Improvement Plan crosses the entire Authority and position must be able to work effectively with Executive Team and all staff levels
- Other Grants – pursues other government grants as they arise (Special AIP Discretionary/ DHS/ DOT Infrastructure)
- Maintains and updates the Development Program Handbook. Facilitates process improvements within the development program.
- Ensures the Authority's Strategic Business Plan is updated as necessary
- Works closely with Government Affairs liaison to build plans for other 3rd funding sources
- Provides necessary project cost data to Project Directors to ensure projects are within budget
- Establishes processes that ensure the timely payment of all consultant invoices and contractor pay applications and the timely billing of PFC's and all grants
- Encourages change and innovation, embracing diverse thinking and styles across all staff levels
- Must be able to cultivate a culture where employee development is paramount; where ideas, innovation and creativity is encouraged and recognized
- Must be results-driven
- Ability to effectively balance and prioritize competing priorities
- Holds themselves and others accountable to meet commitments by establishing clear responsibilities and processes for monitoring work and measuring results
- Interpersonal skills are a key to success in this position

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Finance, Accounting or other related field
- Of progressively responsible experience in the finance or accounting field, or in a position where they were directly responsible for capital budgeting and had direct experience obtaining federal and state grant funding.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Preferred
-

PREFERRED QUALIFICATIONS

- Experience working at an airport and working with a capital program is a real plus.

KNOWLEDGE, SKILLS & ABILITIES

- Strategic Thinker – be able to see the big picture and connect the Master Plan, Strategic Business Plan, and the CIP
- Relationship Builder – both within Authority and with outside funding agencies
- Must develop and maintain relationships with the FAA at all levels and the State District 7 office - this is crucial in obtaining funding for the Authority
- Strong written and oral communication skills.
- Experience in utilizing Oracle and other automated procurement systems
- Excellent computer skills (MS Word, Excel, Outlook, databases, etc.)
- Help design stronger systems for programs by optimizing resources and processes and building mechanisms to improve quality control

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Director of Financial Planning & Reporting

POSITION OVERVIEW

Reporting to the Vice President - Finance, the Director – Financial Planning & Reporting is responsible for managing, planning, organizing, and directing the Authority's financial planning, budgeting, and forecasting activities. Included is the oversight and management of the calculation of airline rates and charges, as well as assistance with completing the annual operating budget, budget amendments, and 20-year business plans and financial modeling. This position develops and provides input and recommendations to management regarding components of the budgeting and financial planning activities. This position is deeply involved in the Authority's ongoing Treasury activities, including but not limited to debt sizing and structuring, investment decisions, & cash-flow management. Manages professional and clerical staff responsible for the Authority's Payroll processing as well as the managerial reporting and annual financial reporting & compliance. The Director- Financial Planning & Reporting provides expertise, leadership, and guidance to the Authority's staff, overseeing the development and implementation of interpreting, enforcing, and explaining the budget process, budget policies, and procedures and reviewing, analyzing, and developing recommendations regarding budget requests and other issues. The Director-Financial Planning & Reporting will need to exercise considerable independent judgment in interpreting technical aspects of the Authority's finances, budget, and strategic planning processes.

POSITION ROLES & RESPONSIBILITIES

Managing the Annual Financial Planning Process, including all aspects of the operating budget and forecast (revenue, personnel, non-personnel, & debt service).

Manages the Authority's Cash Flow Function, including all Treasury responsibility

Manages the Financial Planning team, providing support day-to-day as well as strategically in order to ensure compliance with all debt covenants and financial feasibility modeling for the future

Manages compliance with the various Authority Policies and Procedures related to the Air Service Incentive Program, Rates by Resolution (Rates & Charges), Investment, Debt, and general Financial Planning

Manages the Authority's annual rates and charges preparation and calculation

Manages the Authority's Payroll team and processing & compliance.

Manages the Authority's financial & managerial reporting, including support of the annual external audit as well as ongoing performance metric tracking.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Accounting, Finance, or Finance-Related field
- Five (5) years Of Accounting, Financial Planning, or Finance-Related work with progressive responsibility

- Two (2) years Supervisory responsbility of staff members supporting the Accounting, Financial Planning, Or Finance work
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Upon Hire Preferred

PREFERRED QUALIFICATIONS

- Master's Degree Accounting, Finance, or Finance-Related field

KNOWLEDGE, SKILLS & ABILITIES

- Strong attention to detail
- Strong background and comfort with building financial models
- Knowledge and experience in all aspects of maintenance including budget management is essential.
- Strong understanding of accounting principles, flows and processes required.
- Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.
- Excellent oral and written communication skills.
- Ability to work effectively with others.
- Strong background and comfort with building financial models
- Knowledge and experience in all aspects of maintenance including budget management is essential.
- Should have a working knowledge of generally accepted accounting principles and expertise using the Microsoft suite of software products.
- Should have working knowledge and experience managing and working within large-scale financial ERP systems.
- Extensive knowledge of the principles of governmental accounting, business, and public administration.
- Ability to plan, organize and supervise the work of others.
- Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.
- Ability to determine the adequacy and effectiveness of management controls over operational activities.

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Director of General Aviation

POSITION OVERVIEW

Reporting to the Executive Vice President Operations & Customer Service, this position is responsible for directing the operations and maintenance of the Authority's General Aviation airports and for coordinating the activities of the fixed base operator tenants at all of its airports. The Director of General Aviation oversees the maintenance of airfields, buildings, equipment, and utilities at general aviation airports. The position supervises the Authority personnel assigned to General Aviation, to include, administrative, operations and maintenance personnel. This position is responsible for maintaining a professional & co-operative relationship with tenants, fixed base operators, local community and government groups, and associations with interest in general aviation. Additionally, the position must maintain daily contacts with other department personnel at the Authority to coordinate activities and provide mutual assistance.

POSITION ROLES & RESPONSIBILITIES

Oversees the day-to-day management, operations, and maintenance of the Authority's general aviation airports to safely and professionally operate the general aviation system in accord with all legal guidelines for airport operation.

Coordinates with the Authority's Planning department and provides key input in administering the Authority's Height Zoning Regulations as they relate to general aviation airports to assure compliance and to protect the air space adjacent to Authority airports.

Coordinates with the Authority's Maintenance department by reviewing and providing key input on plans for tenant alterations and construction schedule for work at general aviation airports to assure compliance with leases and development standards.

Coordinates with the Authority's Properties and Contract Administration department by reviewing the preparation of final leases and agreements for general aviation facilities to assure that Authority interests are met.

Responsible for the department's budgets for personnel, operations, maintenance, equipment and capital projects.

Maintains a professional and co-operative relationship with individuals, groups and governmental agencies with an interest in general aviation as a whole and specifically the Authority's general aviation airports.

Coordinates with the Authority's Public Information department to develop, implement and administer marketing and public relations programs and community outreach programs for the general aviation airports. Makes presentations to government, civic, neighborhood and other groups at the direction of the Executive Director on general aviation issues.

Coordinates with the Authority's Planning department by providing key input on master planning and land use issues at the general aviation airports.

Coordinates with the Authority's Planning & Development department and provid

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Airport Operations Management, Business Administration, or a closely related field.

PREFERRED QUALIFICATIONS

- Five (5) years of experience in airport operations management and maintenance
- Two (2) years supervisor experience in leading aviation professionals

KNOWLEDGE, SKILLS & ABILITIES

- Excellent oral and written communication skills.
- Knowledge of the features of airport construction and knowledge of federal and state laws and regulations applying to airports, air traffic control, and airport use.
- Skill in exercising discretion and independent judgment in evaluating information.
- Ability to represent departments with professionalism and courtesy when interacting with the public.
- Proactive approach in initiating projects and presentations based on department needs.
- Demonstrated ability to lead or supervise administrative staff or interns effectively.
- Familiarity with Aviation Business processes.
- Exceptional leadership skills, capable of fostering teamwork, building consensus, and inspiring excellence among team members.
- Strong organizational skills, enabling you to lead teams, prioritize effectively, and independently drive projects forward.

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JOB POSTING

Director of Government Affairs & Community Relations

POSITION OVERVIEW

Reporting to the Executive Vice President and General Counsel, the Director of Government Affairs is responsible for coordinating the Aviation Authority's federal, state and local inter-governmental relations activities and promoting its interest with regard to legislation which could have an impact on the Authority. The incumbent is responsible for monitoring pertinent federal, state and local proposals throughout the legislative process and notifying the Chief Executive Officer, the General Counsel and senior management of potential operational or administrative impacts. Utilizing lobbying techniques the Director of Government Affairs will attend and/or monitor relevant federal and state legislative committee meetings, as well as local, regional and national meetings and conferences concerning issues that may impact the Authority. The Director of Government Affairs will develop federal and state legislative and funding initiatives and collate the final results of legislative action to provide an annual report to staff regarding new laws pertinent to the Authority.

POSITION ROLES & RESPONSIBILITIES

Develop and maintain contact with federal, state and local elected officials and agency representatives associated with the operation and development of commercial international and general aviation facilities and surrounding transportation and economic development.

Prepare and present updates to the Aviation Authority Board as to the status of all legislative activities that are under review that could impact the Aviation Authority.

Attend and monitor public meetings of elected bodies and federal, state and local agencies that may impact operation and/or development of the Authority's airport system.

Coordinate the Authority's federal, state and local inter-governmental relations activities by assembling information, monitoring legislative and regulatory proposals, and preparing recommendations for review of the Executive Director.

Coordinate and conduct meetings with public leaders and agencies in promoting federal and state funding and legislative initiatives.

Develop and maintain contact with industry trade associations that benefit the aviation and transportation community.

Research legislation that may impact the Authority and develop strategies for approval of legislation supported by the Authority.

Draft and disseminate legislative summaries and conduct briefings to relevant staff members.

Represent the Chief Executive Officer and serve as liaison with federal, state and national professional associations.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the

employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in business, political science or related field
- At least five years of responsible experience in the public sector or areas related to the legislative process.

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Director of Human Resources

POSITION OVERVIEW

Reporting to the Vice President of Human Resources and Administration, this position is responsible for developing and implementing policies, plans, and programs to ensure the most effective utilization of human resources to support the Aviation Authority's business objectives. Such programs aim to attract, retain, motivate, reward, and protect employees within a framework of company philosophy and external laws and regulations. The Director of Human Resources is responsible for daily Human Resources operations and implementing the Authority's policies and programs relating to staffing, training, developing, deploying, compensating, motivating, protecting, communicating with, and releasing employees. The incumbent recommends new policies and programs in accordance with Authority objectives and external regulations and, upon approval of such plans, develops and directs their implementation. The incumbent also serves as an advocate of employee interests in the development of policies and procedures. The Director of Human Resources maintains ongoing communications with union leadership and other external groups. The incumbent counsel's staff and employees on specific personnel and labor relations problems and provide an interpretation of the Authority's position on issues affecting them. The Director of Human Resources is an agent of cultural change management and innovation who initiates workforce solutions that reflect the Authority's mission and vision.

POSITION ROLES & RESPONSIBILITIES

- Personnel Policies and Programs:
  Administer the personnel policies and programs of the Authority and develop and recommend new ones to ensure the effective utilization of human resources in support of the Authority's business objectives.

- Employee Relations:
  Serve as the point of contact for employee relations, labor unions, and outside agencies in matters related to employees (e.g., Equal Employment Opportunity Commission, Public Employee Relations Commission). Negotiate within available guidelines and collective bargaining agreements.

- Training and Development:
  Ensure that effective training programs are provided for the development of employees.

- Compensation and Benefits:
  Ensure that the Authority's compensation, leave, and benefit programs are current, and employees are thoroughly informed.

- Budgeting:
  Assist with the preparation of the annual HCAA personnel budget.

- Job Descriptions:
  Systematically review and oversee the updates of job descriptions to provide clarity of expectations for the position, establish clear criteria for hiring, evaluation, and promotion, and reflect the evolving character of work.

- Employee Engagement:
  Implement employee engagement and reward programs.

- Department Management:
  Manage daily operations of the Human Resources department, oversee HR systems, and supervise the work of and provide guidance to department personnel.

- Performance Evaluation and Talent Management:
  Devise strategies for performance evaluation and talent acquisition and retention.

- Policy Compliance:
  Monitor adherence to internal policies and legal standards.

- Disciplinary Matters and Disputes:
  Resolve disciplinary matters, disputes, investigations, and grievances.

- Litigation Risk Management:
  Anticipate and resolve litigation risks.

- Data Analysis and Reporting:
  Report to senior management by analyzing data and using Human Resource metrics.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Human Resources Management, Business Administration or another related field
- Experience in Human Resources with at least 5 years of the experience in a senior management capacity
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- SPHR or SHRM-SCP Preferred
- PHR or SHRM-CP Preferred

PREFERRED QUALIFICATIONS

- Master's Degree in Human Resources Management, Business Administration or another related field
- Senior management Human Resources experience in a public sector environment. , experience negotiating collective bargaining agreements, experience in self-insured programs for employee benefits, knowledge of employee wellness programs, and experience integrating a performance-based compensation system.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Federal, State, and local laws and regulations affecting human resource management.
- Knowledge of Oracle E-Business Suite or other comparable HRIS
- Knowledge of the principles and practices of human resource administration.
- Strong analytical, problem solving and organizational skills
- Microsoft Office advanced skills required (specifically high level Excel skillset)
- Ability to communicate effectively both orally and in writing.
- Ability to deal with difficult situations with tact and professionalism.
- Ability to balance role as both an employee advocate and partner to the business
- Excellent attention to detail.

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JOB POSTING

Director of Internal Audit

POSITION OVERVIEW

Directs the Internal Audit function for the Authority and leads the Internal Audit Team to complete a wide range of professional assurance and consulting engagements, strategic initiatives, and advisory services. Reports functionally to the Audit Committee and administratively to the Chief Executive Officer. Influences positive change within the Authority by being a trusted advisor. Collaborates and communicates often with Senior Leadership. Responsible for completion of the annual risk assessment and annual audit plan. Responsible for ensuring completion of required internal and external assessments and overall compliance with professional auditing standards. Responsible for supervising, coaching, and appraising direct reports. Minimal travel required. The Authority does have a flexible work policy that allows for a hybrid work schedule (some in-person and some remote work). All essential job functions can be performed in the office or remotely.

POSITION ROLES & RESPONSIBILITIES

Oversees staff conducting a wide variety of assurance and consulting engagements to ensure the means used to accumulate and analyze information and data result in complete, accurate, timely, reliable, and relevant information and that work is completed in accordance with professional auditing standards.

Participates in various Authority meetings and serves on Authority committees in an advisory capacity.

Develops annual risk-based audit plan for review and approval by the Audit Committee. Engagements on the plan should contribute to the success of the Authority by evaluating and improving the effectiveness of risk management, control, and governance processes. Maintains an organizational structure and staffing to ensure audit resources are available to execute the audit plan. Oversees outsourced and co-sourced audit activities.

Ensures processes are in place for effective selection, development, and succession of staff within the Department. Directly supervises, trains, assigns work, and prepares performance appraisal of Senior Manager, Manager, and Business Office Manager. Provides recommendations regarding hiring, discipline, and promotion of subordinates. Provides coaching and constructive feedback to all personnel within the Department.

Communicates and interacts directly with Executive Management and the Audit Committee regarding departmental activities and results of engagements. Collaborates and coordinates with stakeholders to ensure adequacy and timeliness of corrective action resulting from audit recommendations.

Develops and maintains the departmental budget.

Investigates and documents allegations of misappropriation to determine wrongdoing, identify parties involved, quantify loss, provide recommendations for criminal or civil prosecution, and testify on the Authority's behalf at court proceedings. Or determine if outsourcing of investigation is warranted.

Establishes and maintains a quality assurance and improvement program that covers all aspects of the internal audit activity. Demonstrates compliance on all external assessments.

Participates in leadership roles in relevant professional organizations.

Performs special projects and participates in Authority-wide initiatives as needed.

Attends and participates in continuing professional education opportunities throughout the year.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field AND
- of progressively responsible audit experience including managing and supervising audit staff.
- Thorough understanding of current audit standards and practices.
- Experience with peer review / quality assurance activities.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) OR Upon Hire Required
- Certified Internal Auditor (CIA) OR Upon Hire Required
- Certified Information Systems Auditor (CISA) OR Upon Hire Required
- Note: If not currently a Certified Internal Auditor, the Director, Internal Audit will be expected to become certified by the end of the first year of employment. Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate effectively and persuasively, both verbally and in writing, with Executive and Senior Leadership as well as the Audit Committee.
- Ability to evaluate, supervise, and motivate staff while effectively delegating and providing professional growth and teambuilding opportunities.
- Ability to communicate and collaborate with personnel in all levels of the Authority and with stakeholders outside the Authority and to influence positive change.
- Advanced proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint, etc.)
- Thorough knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book).
- Thorough knowledge of proper workpaper techniques such as referencing, indexing, etc. Ability to ensure results and conclusions are well-documented in accordance with professional standards and the Department's procedures.
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Thorough knowledge of supervisory and leadership principles and practices.
- Ability to oversee and approve departmental policies and procedures and to stay informed on revisions to applicable Authority, Department, and professional policies, procedures, and standards to ensure conformance.
- Strong organization and follow-up skills, including handling competing priorities to meet deadlines and commitments.
- Ability to maintain professional certifications and desire to obtain new certifications as part of continued professional development.
- Ability to perform work with objectivity and integrity and ability to maintain confidential information. Must adhere to Department independence and ethics standards.
- General knowledge of federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.
- General knowledge of the principles of governmental accounting, business, and public administration.
- Experience with electronic audit work paper software is preferred.
- Experience with data analysis software is a plus.
- Experience in construction auditing is a plus.

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Director of ITS Enterprise Operations & Client Services

POSITION OVERVIEW

Tampa International Airport is seeking an innovative professional to provide leadership and technical guidance for the Authority's information technology network infrastructure and support services team. Reporting to the Vice President of Information Technology Services, this position will provide leadership, vision and direction to the IT Operations and customer support team to enable cross-functional productivity of all Authority employees, and oversee the IT Operations and Support section. The incumbent will be responsible for the day-to-day management of the network infrastructure and customer support groups including staffing, budgeting and other relative leadership and management functions. The Director of IT Operations and Support's primary responsibility will be to oversee the operation of the IT Operations and Support section(s) and it's interaction with internal and external users to include Network Administration, Database Management, IT Helpdesk and Desktop support and to ensure that all IT activities are aligned with the Authority's strategic objectives. The Director will plan, coordinate, direct and design operational activities of the IT Operations and Support team, as well as provide direction and support for IT solutions that enhance critical business operations. The Director will work closely with senior management in all departments across the Authority to identify, recommend, develop, implement, and support cost-effective technology solutions for technology infrastructure and database management aspects of the organization. Strong analytical business skills, technical competence, communication, organization and leadership skills are required.

POSITION ROLES & RESPONSIBILITIES

Responsible for the activities of the IT Operations and Client (Customer) Support team including data admin, telecommunications and client platform teams

Ensures consistency and maintainability of existing network and infrastructure by incorporating industry “best practices” and/or creating, maintaining and enforcing standard operating procedures for the deployment and use of technology through the Authority to ensure excellent customer service to the Authority’s user community

Provides direct supervision and mentoring to IT Operations and Client Support managers to drive efficiency and effectiveness

Develops IT strategy plans to include technical specifications, user requirements, technical design, network infrastructure, security protocols, and equipment requirements

Develops and updates IT policies and procedures in conjunction with the Authority’s organizational goals

Works collaboratively with Authority department directors and leadership to meet the Authority’s strategic goals relative to IT network and infrastructure support

Ensures proper documentation of all aspects of IT operations to include preparation of regular status reports and budget/financial updates

Ensures Authority network systems and infrastructure maintenance and updates adhere to security standards in partnership with the Information Security Office.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under their direction in accordance with Authority procedures.

Develops, prepares and recommends budget for purchasing, upgrading and network and infrastructure equipment

Leads vendor/hardware selection/evaluation and implementation. Engages with Procurement and Legal for contract management and guidance

Contributes to the overall technology strategy, architecture and process improvements for the Authority.

REQUIRED FOR ALL HCAA JOBS

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REQUIRED QUALIFICATIONS

- Bachelor's Degree In Information Systems, Computer Science, Management Information Systems, Computer Engineering, or other related discipline.
- Of professional experience in relevant information technology leadership roles.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Computer hardware and software used in a networked and web-based environment.
- Knowledge of information technology designs, setups, installation, implementation and maintenance.
- Knowledge of security issues, crisis management and business continuity; and legal issues regarding technology.
- Knowledge of driving new continual improvement to IT's strategies in response to the Authority's evolving needs.
- Knowledge of business case analysis.
- Knowledge of costing, budgeting, risk and financial analysis.
- Knowledge of quality assurance concepts and procedures.
- Excellent verbal and written communication skills, interpersonal relationships, leadership and management principles and decision-making abilities.
- Experience with the full range of IT services and products.
- Experience working with multiple units and/or organizations, building relationships, and with highly collaborative projects.
- Experience in evaluating programs and thinking strategically about future directions for IT.
- Strong project management skills.
- Skill in defining program objectives and establishing information technology standards, policies, and budgets.
- Skill in analyzing and improving operational effectiveness.
- Skill in program analysis and strategic planning.
- Skill in managing multiple projects, including development and management of budget.
- Skill in managing the work of others, including leading and motivating managerial staff.
- Excellent written and oral communication and conflict resolutions skills
- Ability to direct team management and development and control an operating budget.
- Ability to work with Senior Executives.

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JOB POSTING

Director of Marketing

POSITION OVERVIEW

Reporting to the Vice President of Marketing, this position is responsible for the overall strategic planning and implementation of all aspects of marketing and customer experience at the Tampa International Airport and General Aviation Airports. This position oversees the marketing staff, all community and co-op partnerships, internal campaigns, advertising plans, and all budgets relating to marketing services.

POSITION ROLES & RESPONSIBILITIES

Design, implement, and facilitate annual marketing plan for the firm.

Support and facilitate development and implementation of section business/marketing plans.

Work with a third party agency to develop strong brand identity and guidelines.

Translating business unit objectives and strategies to develop brand portfolio objectives, strategies and plans to facilitate growth.

Develop marketing strategy, based on knowledge of establishment policy, nature of aviation industry, and cost and markup factors.

Plan and administer the firm's Marketing Operations budget.

Negotiates with media agents and agency on record to secure agreements for translation of materials into other media.

Final department approval of materials prior to presentation to client and executive leadership.

Works closely with Air Service Development, Concessions, Parking and Operations to provide customer experience and client enhancement opportunities.

Works closely with legal to ensure proper oversight and adherence to policy for all promotional campaigns and trade partnerships.

Offer coaching for prospective client meetings, presentations, customer service trainings, surveys etc.

External communications and systems (social media, newsletter formats, website design).

Internal communications and systems (project management, client services, production)

Public relations efforts (community partnerships and customer data collection)

Manage external vendor and consultant relationships

Oversee client and prospect information, ASQ data, internal data reports, mailing list applications, access

to financial reports, passenger data, airline data, concessions data etc.

Supervise Airport and Passenger Marketing Managers, Event Manager, Experience Manager, Research and Evaluation Manager and their teams

Make staffing and hiring decisions within marketing department.

Build and develop a marketing team which is competent, commercially astute, dedicated and efficient

Manage day to day activity with marketing communications agencies

Develop and deliver insightful presentations and strategies to the business unit and executive committee where appropriate.

Ensure the integration of the business unit marketing function within that of the greater group, and ensure that the business unit optimizes its use of shared and support services

Assist the business unit to meet its objectives, live the values and culture and to practice company policies.

List the major items for which the incumbent is accountable.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited college or university
- Bachelor's Degree In business, marketing, market research, or other related field
- Of demonstrated experience in work directly associated with marketing.

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JOB POSTING

Director of Procurement Non Capital Programs

POSITION OVERVIEW

Reporting to the Vice President of Procurement, this position is responsible for the procurement of all non-capital procurements, including contract and agreement negotiations for professional and non-professional services, managing the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB), Invitation to Negotiate (ITN), request for quotations (Quotes), sole source and government contract purchasing; and materials management including warehousing, inventory and surplus property disposition. The following positions report directly to the Director, Procurement – Non-Capital Program: • Senior Manager of Non-Capital Program: This position oversees three Procurement Agents and is responsible for providing procurement support for 20+ departments, including Maintenance, Marketing, Operations, and Concessions and Commercial Parking utilizing Invitation To Bids (ITBs) and Quotes, as well as sole source, government co-operative contract purchasing, and direct purchase source selection methods. This position serves as the training administrator for the department and is responsible for Authority-wide staff procurement training, including an introduction to procurement, advance procurement, and requisition training. This position oversees spending limits for purchases, contracts, amendments, change orders, and renewals. This position is also the department lead for Enterprise Resource Planning system upgrades, patches, and issue resolution. • Senior Manager of Non-Capital Program and Materials Management: This position oversees two Procurement Agents and is responsible for developing and facilitating complex procurements for 20+ departments, including Maintenance, Marketing, Operations, and Concessions and Commercial Parking, utilizing primarily Request for Proposal (RFP), Request for Quote (RFQ), and Invitation to Negotiate (ITN) solicitation processes. This position also acts as the primary lead for Procurement and Logistics operations during EOC activation and maintaining the department's continuity of operations plan. This position also oversees one Materials Manager and four Property Control Specialists responsible for inventory and warehousing management, including surplus property disposition. • Supplier Relationship and Procurement Operations Manager: This position develops and maintains procurement operational processes, contract administration methods and tools, ePayment, eCommerce solutions, departmental standards, benchmarks, and awards, and also manages the Supplier Relationship Management (SRM) program. This position is also responsible for the Purchasing Card Program, including PCard holder training.

POSITION ROLES & RESPONSIBILITIES

Provide oversight and direction to employees

Oversee the development of solicitation documents, specifications, and contract documents

Develop departmental policies, procedures, and strategic planning documents

Ensure compliance with all federal, state, and local procurement requirements in the selection of contractors, concessionaires, consultants, and individuals providing services to the Authority

Represent the Authority and oversee the negotiation process of contracts, agreements, work orders, and change orders

Facilitate and oversee the technical proposal evaluation process

Coach, mentor, and develop staff

Analyze proposals and bids for responsiveness

Oversee procurement technology utilization, upgrade, testing, and issue resolution

- Acts as Vice President of Procurement as necessary
- Oversee property asset transfer and recommends surplus property disposition
- Analyze costs projections against industry best practices and current trends
- Oversee inventory management and inventory control

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In management, business, or a related field from an accredited college or university.
- Of progressively responsible experience in purchasing, contracts management and competitive procurement processes, of which at least five years must include experience in a public (government) organization
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Valid Class E driver's license Upon Hire Required
- Certified in Public Purchasing Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council (other certifications will not satisfy this minimum requirement). Upon Hire Required
- Certified in Public Purchasing NIGP Certified Purchasing Professional Preferred
- Certified Professional in Supply Management (CPSM) Preferred
- Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation Required
- other equivalent professional certification Preferred

PREFERRED QUALIFICATIONS

- Master's Degree In management or business administration, or a related field from an accredited college or university.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation
- Experience in utilizing Oracle EBS and other automated procurement systems

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency
- Considerable knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices within a public agency
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency situations
- Ability to seamlessly plan and coordinate multiple activities occurring simultaneously
- Ability to accurately and meticulously maintain records and prepare technical reports
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, and the general public

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JOB POSTING

Director of Procurement, Capital Programs

POSITION OVERVIEW

Reporting to the Vice President of Procurement, this position is responsible for the procurement of capital programs including contract and agreement negotiations for professional and non-professional services, managing the procurement processes for Requests for Proposals (RFP), Requests for Qualifications (RFQ), Invitation to Bid (ITB) and Invitation to Negotiate (ITN), and oversees the development of specifications and scopes of work. This position is also responsible for the management of the department's Business Office Management section. The following positions report directly to the Director, Procurement – Capital Program: Senior Manager – Capital Program: This position oversees one Procurement Agent and is responsible for the procurement of capital professional and non-professional services through the RFP, RFQ, ITN, ITB, and ITQs. Business Office Manager: This position is responsible for managing the administrative support section of the Procurement department including procurement processes for Board agenda; document control, preparation and formatting; department budget; supplier registration; and other departmental processes and support services.

POSITION ROLES & RESPONSIBILITIES

Provides oversight and direction to employees

Oversee the development of solicitation documents, specifications and contract documents for construction projects and professional service agreements

Ensuring compliance with all federal, state and local procurement requirements in the selection of design-builders, contractors, concessionaires, consultants and individuals providing services to the Authority

Represent the Authority and oversee the negotiation process of contracts, agreements, work orders and change orders

Facilitate and oversee technical proposal evaluation process

Develop departmental policies, procedures, and strategic planning documents

Coaches, mentors and develops staff

Analyze construction costs projections against industry best practices and current trends

Represent the Procurement department at Development Committee meetings

Analyze proposals and bids for responsiveness

- Acts as Vice President of Procurement as necessary

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In management, business, construction, or a related field from an accredited college or university.
- Of progressively responsible experience in purchasing, contracts management and competitive procurement processes, of which at least five years must include experience in a public (government) organization

LICENSES AND CERTIFICATIONS

- Possession of a Valid Class E driver's license. Required
- Must hold active Certified Public Purchasing Officer (CPPO) certification by the Universal Public Purchasing Certification Council (other certifications will not satisfy this minimum requirement). Required
- General contractor's license, class "A" Preferred
- Certified Purchasing Manager (C.P.M) Preferred
- Certified Professional in Supply Management (CPSM) Preferred
- Other equivalent professional certification Preferred

PREFERRED QUALIFICATIONS

- Master's Degree In management, business, construction or a related field from an accredited college or university.
- Managerial experience with an agency that has obtained the National Institute of Government Purchasing's Pareto Accreditation or Outstanding Agency Accreditation Achievement Award (OA4), National Procurement Institute's Achievement of Excellence in Procurement Award, Florida Association of Public Procurement Officials Achievement of Excellence in Procurement Award or other equivalent type of award or accreditation
- Experience in utilizing Oracle EBS and other automated procurement systems

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency
- Considerable knowledge of Federal, State, and Aviation Authority rules and regulations governing procurement practices within a public agency
- Considerable knowledge of Federal and State grant assurances for contractual compliance
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency situations
- Ability to plan and coordinate multiple activities occurring simultaneously
- Ability to maintain records and prepare technical reports
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, and the general public
- Ability to use a computer and related software

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encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Director of Research and Air Service Development

POSITION OVERVIEW

Under the general direction of the Executive Vice President of Marketing, directs the execution of strategic and tactical plans to support and increase flights to existing domestic and international markets and attract prospective new airlines and destinations. Provides key leadership for the Airport by developing and exploring real-time business analytics and consumer data to inform short and long-range strategies and strategic initiatives that support all areas of the Airport business.

POSITION ROLES & RESPONSIBILITIES

- Directs the implementation and execution of the strategy to attract all airlines to this market and to increase flights in domestic and international markets. Reports on a regular basis on traffic trends globally and domestically. Develops and presents business case presentations to airline staff. Plans and tracks all Air Service Development sales calls
- Represents TPA at airline and industry meetings and trade shows related to Air Service.
- Leads the implementation of TPA's Air Service Incentive Program (ASIP).
- Develops market research to understand demographic and psychographic trends to inform business plans and initiatives.
- Mobilizes research to support Concessions, Parking, Planning & Development, Marketing and other departments to understand internal and external preferences and consumer sentiments by using qualitative and quantitative analysis tools.
- Develops periodic short and long term forecasts for the enterprise budget as well as planning support.
- Directs the preparation of budget requests and business plans and administers approved departmental budget. Directs and oversees contract consulting firms and authorizes expenditures.
- Interviews, selects, supervises, develops, and counsels subordinates in accordance with established policies.
- Develops and maintains survey databases on TPA airport customers, customer needs, and customer satisfaction.
- Coordinates Board approval process for Research and Air Service-related policy changes and contracts for services.
- Develops and manages Customer Relationship Management Systems.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Business, Marketing, Market Research, or other related field
- Eight (8) years of demonstrated experience in work directly associated with airline route economics, including route planning experience at an airline, as an airline or airport consultant, or similar experience in the Aviation industry.

KNOWLEDGE, SKILLS & ABILITIES

- Domestic and international airline passenger and air cargo operations and network decision-making processes to effectively represent the airport with airlines.
- Research methods and practices and relevant sources to gather data for tracking and analysis.
- Principles of passenger and air cargo carrier route planning to prepare proposals and presentations for current and potential TPA carriers.
- Fundamentals of Airport business operations and related Federal regulations.
- General principles of effective graphic design.
- Aviation regulatory affairs and airport airline use agreements.
- Strong working knowledge of airline route analysis tools (e.g. Diio, Sabre ADI, ARC, OAG)
- International travel and protocol
- Effectively lead teams of direct reports, related departments, and external partners.
- Track and analyze data and prepare presentations using a personal computer, including word processing, spreadsheet, database, and presentation software.
- Analyze a variety of demographic, psychographic, and travel propensity data.
- Communicate effectively in oral and written format to prepare and present presentations to airlines.
- Develop sophisticated cost comparisons using spreadsheets with formulas and lookup tables.
- Prepare visually-pleasing world-class marketing materials that support the Airport's brand strategy.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the performance of duties and to work as a team.
- Work under tight deadlines and coordinate several concurrent assignments.
- Travel, sometimes extensively, to meet with airline executives to deliver presentations and develop long-term partnerships.

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JOB POSTING

Electrical Maintenance Leader

POSITION OVERVIEW

Performs supervisory duties involving maintenance, repair, and construction of buildings, grounds, or roadways, and related systems and equipment to enhance and maintain assets at a prescribed standard.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of skilled and unskilled trades and maintenance personnel engaged in the construction, repair and maintenance of buildings, grounds, or roadways, and related systems and equipment by planning, scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches as necessary for maintenance personnel to properly perform work assignments.

Determines, schedules and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Answers questions and provides information related to work assignments including resolving problems, handling complaints and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Seven years of work experience in construction, maintenance, or the skilled trades; including One year of experience in a supervisory capacity.
- An equivalent combination of education, training and experience

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.

- Working knowledge of equipment, tools, and materials used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Some knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Skill in supervising and performing routine repairs, maintenance, or construction of buildings, grounds, roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to plan, organize and supervise the work of others.

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JOB POSTING

Electrical Maintenance Superintendent

POSITION OVERVIEW

Performs supervisory and technical duties planning and directing the maintenance and repair of internal and external structures and facilities, or operating, maintaining and repairing mechanical, electrical and electronic equipment.

POSITION ROLES & RESPONSIBILITIES

Oversees the activities of skilled trades and maintenance personnel engaged in the construction, repair and maintenance of buildings, grounds, or roadways, and related systems and equipment.

Develops, analyzes and updates maintenance policies and procedures to ensure an efficient, effective and safe work environment.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches necessary for maintenance personnel to properly perform work assignments.

Determines, schedules and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Requisitions equipment, tools and materials in a timely manner to ensure maintenance and construction schedules are met.

Assists in developing contract specifications and overseeing the performance of contracts in assigned area to ensure construction and maintenance requirements are satisfied and services are completed in accordance with specifications.

Answers questions and provides information related to work assignments including resolving problems, handling complaints and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed, and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Construction Technology or an Engineering Technology
- Of work experience in construction, maintenance, or the skilled trades
- Of which must have been in a supervisory capacity.
- An equivalent combination of education, training and experience

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations, and operational requirements of the organization to which assigned.
- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools, and materials used in the construction, repair, and maintenance of buildings, grounds and roadways, and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance, or construction of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
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JOB POSTING

Electrical Maintenance Supervisor

POSITION OVERVIEW

Performs administrative duties overseeing maintenance and repair personnel engaged in skilled, specialized or technical trades work related to maintenance, repair or construction of buildings, grounds, or roadways, and related systems and equipment to enhance and maintain assets at a prescribed standard.

POSITION ROLES & RESPONSIBILITIES

Oversees the activities of skilled trades and maintenance personnel engaged in the construction, repair and maintenance of buildings, grounds, or roadways, and related systems and equipment.

Develops, analyzes and updates maintenance policies and procedures to ensure an efficient, effective and safe work environment.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches necessary for maintenance personnel to properly perform work assignments.

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Answers questions and provides information related to work assignments including resolving problems, handling complaints and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed, and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Construction Technology or an Engineering Technology
- Of work experience in construction, maintenance, or the skilled trades
- Of which must have been in a supervisory capacity.
- An equivalent combination of education, training and experience

KNOWLEDGE, SKILLS & ABILITIES

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- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
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- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance, or construction of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
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JOB POSTING

Electrician I

POSITION OVERVIEW

This is an entry level electrical position at Tampa International Airport. Electrician I will be expected to perform basic electrical task or assist higher level electricians with electrical maintenance, repairs and installation to the building power system, building lighting system, exterior lighting system, illuminated signage, airfield lighting systems and emergency power systems. This position will require a basic understanding of Microsoft Office products, National Electrical Code, blueprints and electrical schematics. Communication skills both verbal and in writing will be required to ensure customer satisfaction. This position could be required to work shift work, weekends and holidays. Additionally, this position must be able to work safely at varying heights, operate lifts and lift up to 40 pounds.

POSITION ROLES & RESPONSIBILITIES

Performs basic work or assists higher level electricians in commercial and industrial electrical repair and modification duties such as:
Installing, maintaining, altering and repairing wiring, power appliances, light machinery and electrical circuits.

Installing, maintaining and repairing electric motors, generators and related electrical and mechanical equipment.

Installing electrical fixtures and appliances.

Performing electrical work on photoelectric calls, time clocks, electric heaters, air conditioners, motor generator units, air compressors and traffic counters.

Adjusting and cleaning limit switches and warning devices.

Setting up, holding, climbing, and doing electrical work from ladders and scaffolding up to a height of 35 feet.

Cleans work sites upon work completion.

Drives a motor vehicle to and from work sites and loads and unloads tools and equipment.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED certificate

- An equivalent combination of education, training and experience
- Of experience as an electrician

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of safety requirements.
- Working knowledge of Cardio Pulmonary Resuscitation (CPR).
- Some knowledge of basic electricity.
- Some knowledge of electrical industry standards.
- Some knowledge of the functions and operations of electrical equipment.
- Some knowledge of the materials and tools used in the maintenance and repair of electrical equipment.
- Skill in the use and care of electrical testing, diagnostic, and repair equipment.
- Ability to work in confined spaces, on ladders, scaffolding, towers, and lift buckets up to a considerable height.
- Ability to lift and carry up to 40 pounds.
- Ability to distinguish differences in wire, cable colors, sizes, and types.
- Ability and willingness to be in an on-call status and respond to call-outs, working non-standard duty hours and rotating shifts that include nights, weekends, and holidays.
- Ability to follow oral and written instructions.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to read and understand job-related material.
- Ability to operate a standard motor vehicle safely.

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JOB POSTING

Electrician II

POSITION OVERVIEW

The Electrician II position is a crucial role within an organization responsible for ensuring the reliable operation and maintenance of electrical systems and equipment. This position involves performing preventative and corrective maintenance tasks, troubleshooting electrical issues, and implementing repairs and upgrades to maintain optimal functionality.

POSITION ROLES & RESPONSIBILITIES

Preventative Maintenance:

- Conduct regular inspections, tests, and maintenance procedures to identify potential electrical system failures or malfunctions. This includes checking electrical components, circuits, and control systems to ensure they meet safety and performance standards.

Troubleshooting and Repairs:

- Diagnose electrical problems using various testing equipment and techniques, and determine the appropriate course of action for repair or replacement. This may involve repairing or replacing faulty components, wiring, or connections to restore functionality.

Electrical Upgrades and Installations:

- Assist in the installation, upgrade, and modification of electrical systems and equipment. This may include installing new electrical circuits, upgrading existing systems to meet current codes and regulations, or integrating new equipment into the existing electrical infrastructure.

Safety Compliance:

- Ensure compliance with electrical safety regulations, codes, and standards to minimize risks and maintain a safe working environment. This includes adhering to lockout/tagout procedures, using personal protective equipment, and following established safety protocols during maintenance activities.

Documentation and Reporting:

- Maintain accurate records of maintenance activities, including work performed, parts used, and any relevant observations or recommendations. Prepare reports detailing maintenance activities, equipment conditions, and any potential hazards or improvements needed.

Collaboration and Communication:

- Collaborate with other maintenance team members, engineers, and supervisors to coordinate work schedules, prioritize tasks, and address complex electrical issues. Effectively communicate findings, recommendations, and progress updates to relevant stakeholders.

- Acts as a lead worker of subordinate staff.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- of commercial or residential electrician experience
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Valid Florida Driver's License Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the principles of electricity.
- Working knowledge of the functions and operations of commercial and industrial electrical equipment.
- Working knowledge of safety requirements.
- Working knowledge of the National Electrical Code.
- Working knowledge of the materials and tools used in the maintenance and repair of electrical equipment.
- Working knowledge of electrical industry standards.
- Working knowledge of Cardio Pulmonary Resuscitation (CPR).
- Skill in the use and care of electrical testing, diagnostic, and repair equipment.
- Ability to work in confined spaces, on ladders, scaffolding, towers, and lift buckets up to a considerable height.
- Ability to lift and carry up to 40 pounds.
- Ability to distinguish differences in wire, cable colors, sizes, and types.
- Ability and willingness to be in an on-call status and respond to call-outs, working non-standard duty hours and rotating shifts that include nights, weekends, and holidays.
- Ability to follow oral and written instructions.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to read and understand electrical diagrams.
- Ability to operate a standard motor vehicle safely.

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JOB POSTING

Electrician III

POSITION OVERVIEW

Electrician III is highly skilled in the installation, troubleshooting, and repairing of electrical equipment and medium to high-voltage power distribution systems typically found in a large industrial facility. The Electrician III will work in the area of airfield lighting systems and FAA compliance, 480-volt power distribution including backup power generation, 277 and 480-volt lighting systems, and underground utility locates, strong knowledge of electrical codes, and project inspection.

POSITION ROLES & RESPONSIBILITIES

Prioritization of work to ensure sensitive issues are addressed first, providing on-the-job training for junior technicians and supervising them on larger projects.

Supervise contractors and project inspections.

On standby duty on off-hour and weekend shifts, responding to various customer and tenant issues. Resolves problems, handle complaints and provides technical expertise in the area of assignment.

Understands and appropriately reacts to airfield lighting and signage issues and power distribution issues within the facilities. Must prioritize work and attend to critical issues first.

Supervises the activities of skilled and unskilled trades and maintenance personnel engaged in constructing, repairing, and maintaining industrial power distribution systems and equipment. Provide OJT to subordinates.

Plans job layouts, estimates materials, determine equipment and tools, and makes drawings or sketches as necessary for maintenance personnel to perform work assignments properly.

Completes preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Prepares and maintains manual and computerized reports, records, and logs related to the work performed and materials, equipment, and supplies used to provide an audit trail of activities.

Work effectively and productively on unsupervised shifts.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED

- An equivalent combination of education, training, and experience directly related to the essential functions of this position.
- of work experience in electrical construction and maintenance.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools, and materials used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Some knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Skill in supervising and performing routine repairs, maintenance, or construction of buildings, grounds, roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to plan, organize and supervise the work of others.

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JOB POSTING

Electronics Maintenance Superintendent

POSITION OVERVIEW

Performs supervisory and technical duties planning and directing the electronics section in maintenance and repair of internal and external structures and facilities, or operating, maintaining and repairing mechanical and electronic equipment.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of employees and monitors contractors engaged in building maintenance and repair; installation, inspection, maintenance, and repair of air conditioning, heating, refrigeration systems, mechanical equipment, specialized equipment, pavements, outside structures, or major electronic systems.

Establishes preventive maintenance programs, procedures and schedules; supervises an equipment safety inspection program and makes periodic inspections to ensure proper maintenance of equipment.

Reviews contract bids and inspect work performed by contractors to ensure conformance to specifications and contract integrity; brings contract inadequacies to the attention of management, and follows up to ensure correction of contract performance.

Requisitions and maintains replacement parts and materials in central stock to allow timely completion of assignments.

Prepares technical specifications for equipment acquisition.

Provides technical advice and assistance to subordinates; trains personnel in safety procedures and operating standards.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience as the supervisor of either a construction work crew or in the area of facility maintenance and repair.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of one or more, of the following or a combination thereof: buildings and other physical structures, mechanical equipment and systems, vehicular and stationary equipment, or electronic systems.

- Considerable knowledge of codes, rules, regulations, and requirements pertaining to the area(s) of responsibility.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to locate, analyze, and diagnose structural deficiency or equipment malfunctions.
- Ability to establish and maintain an effective working relationship with subordinates, peers, and others.
- Skill in the application of supervisory techniques.

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JOB POSTING

Electronics Technician II

POSITION OVERVIEW

An Electronics Technician is responsible for the installation, maintenance, and repair of electronic equipment and systems. They play a crucial role in ensuring the efficient operation of various electronic devices, ranging from consumer electronics to complex industrial systems. The position requires a strong understanding of electrical principles, technical expertise, and the ability to troubleshoot and solve problems effectively.

POSITION ROLES & RESPONSIBILITIES

- Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs, at the component level, diversified electronic equipment and associated subassemblies utilized in systems such as voice and data communications, fire alarm, access control, CCTV, public address, audio/video, intercom equipment, dispatch consoles, trunked radios, burglar alarms, automatic door openers, computer Uninterruptible Power Systems, and call stations.

- Conducts interdepartmental training as required and operator-level troubleshooting, installation, and configuration of life safety and security systems to include but not limited to surveillance equipment, keyless access components, intercom systems, IP address validations, radio communications, fire alarm components, and others as required.

- Performs regular preventative maintenance functions and building assessments, including physical inspection, digital reporting, and repair of all assigned systems.

- Monitors the operation of systems and controls to ensure compliance with regulatory agency's standards and specifications.

- Designs, constructs, assembles, and rearranges circuits and devices and performs other modifications to operation and test equipment, exhibits, and other devices.

- Collects, logs, and records data and readings and prepares reports as needed using work order management software.

- Inspects and coordinates work performed by authorized vendors or contractors to ensure projects meet scope of work, project specifications, guideline requirements, and warranty services.

- Responds as directed to emergency and non-emergency system failures, including life safety, security systems outages, and alarm calls.

- Collects and maintains an accurate inventory of all in-use equipment, maintain service records, upgrades, and warranty information.

- Responsible for maintaining confidential information.

- Responsible for maintaining regular communication with supervisor and management staff using email, mobile phones, regular team meetings, radios, portable devices, work order management system, and other communication tools.

- Performs continuous skills updates, training, and research to stay abreast of current and emerging related technologies and product enhancements.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree or higher degree from an accredited college or university with a major in an Electronics Technology or IT field.
- High School Diploma/GED with successful completion of a technical program, at least one (1) year in length, in an Electronics Technology or IT field from an accredited institution; and one year of experience in the installation, maintenance and repair of electronic equipment.
- High School Diploma/GED Two (2) years of experience in the installation, maintenance, and repair of electronics systems.

LICENSES AND CERTIFICATIONS

- Certified Associate Electronics Technician-ISCET Preferred
- CAT Commercial Audio Technician Preferred
- COMPTIA ITF+(Preferred
- COMPTIA NET+ Preferred
- RFID Radio Frequency Identification Technical Specialist Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Excellent customer service and troubleshooting skills.
- Working knowledge of electronics technology.
- Working knowledge of the function and operation of electronic controlling, measuring, recording, transmitting, testing, and diagnostic equipment.
- Knowledge of the laws and regulations governing operating standards and specifications of the area to which assigned. OSHA, IEEE, TIA, IEC/ISO, and FOA.
- Skill in electronic testing, diagnostic and repair tools, and equipment.
- Ability to detect, analyze, and repair electronic equipment and system malfunctions.
- Ability to read and understand blueprints, electronic diagrams, and schematics.
- Ability to work effectively with others.
- Ability to follow oral and written instructions.
- Ability to operate a standard motor vehicle safely.
- Strong understanding of IT principles and the ability to communicate technical concepts effectively.
- Strong working knowledge of Microsoft Windows Operating system, Microsoft Office suite products, Android OS, and Apple IOS.
- Excellent problem-solving, critical thinking, and troubleshooting skills.
- Maintains strong written and effective oral communication skills for both internal and external stakeholders, customers, and peers.
- Demonstrates attention to detail to ensure a successful resolution to customer requirements in a timely and cost-effective manner.
- Ability to work nontraditional working hours, including holidays and weekends.

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JOB POSTING

Electronics Technician III

POSITION OVERVIEW

The Electronic Technician will modify, repair, and improve existing electronic products, equipment, and controls and will assist in developing new or updated electronic systems, components, or products.

POSITION ROLES & RESPONSIBILITIES

Installs, modifies, calibrates, tests, maintains, troubleshoots, and repairs, at the component level, diversified electronic equipment and associated subassemblies utilized in systems such as voice and data communications, fire alarm, access control, CCTV, public address, audio/video, intercom equipment, dispatch consoles, trunked radio systems, burglar alarms, automatic door openers, computer Uninterruptible Power Systems, and call stations.

Conducts interdepartmental training as required and operator-level troubleshooting, installation, and configuration of life safety and security systems to include but not limited to surveillance equipment, keyless access components, intercom systems, IP address validations, radio communications, fire alarm components, and others as required.

Performs regular preventative maintenance functions and building assessments, including physical inspection, digital reporting, and repair of all assigned systems.

Monitors the operation of systems and controls to ensure compliance with regulatory agencies' standards and specifications.

Designs, constructs, assembles, and rearranges circuits, and devices, and performs other modifications to operation and test equipment, exhibits, and other devices.

Collects, logs, records data, and readings, and prepares reports as needed using work order management software.

Inspects and coordinates work performed by authorized vendors or contractors to ensure projects meet the scope of work, project specifications, guideline requirements, and warranty services.

Responds as directed to emergency and non-emergency system failures, including life safety, security systems outages, and alarm calls.

Collects and maintains an accurate inventory of all in-use equipment, and maintains service records, upgrades, and warranty information, including ordering parts and coordinating services.

Responsible for maintaining confidential information.

Responsible for maintaining regular communication with supervisor and management staff using email, mobile phones, team meetings, radios, portable devices, work order management system, and other communication tools.

Performs continuous skills updates, training, and research to stay abreast of current and emerging related technologies and product enhancements.

Schedules assignments, supervises, trains, and provides technical guidance to subordinate technicians on systems design and operation, troubleshooting techniques, safety, and standards and specifications set by regulatory agencies.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree with a major in an Electronics Technology or IT field; and one year of experience in the installation, maintenance, and repair of electronic systems.
- High School Diploma/GED and successful completion of a technical program, of at least one (1) year in length, in an Electronics Technology or IT field from an accredited institution; and two (2) years of experience in the installation, maintenance and repair of electronic equipment.
- High School Diploma/GED and three (3) years of experience in the installation, maintenance, and repair of electronics systems.

LICENSES AND CERTIFICATIONS

- Certified Electronics Technician -ISCET, CEA, NARDA, NCEE Preferred
- CAT Commercial Audio Technician Preferred
- Industrial Electronics Preferred
- COMPTIA ITF+ Preferred
- RFID Radio Frequency Identification Technical Specialist Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Excellent customer service and troubleshooting skills.
- Excellent knowledge of electronic technology.
- Excellent knowledge of the function and operation of electronic controlling, measuring, recording, transmitting, testing, and diagnostic equipment.
- Excellent knowledge of the laws and regulations governing operating standards and specifications of the area to which assigned. OSHA, IEEE, TIA, IEC/ISO, and FOA.
- Excellent skill in the use of electronic testing, diagnostic and repair tools, and equipment.
- Ability to detect, analyze, and repair electronic equipment and systems malfunctions.
- Ability to read, understand and explain blueprints, electronic diagrams, and schematics.
- Ability to work effectively with others.
- Ability to follow oral and written instructions.
- Ability to operate a standard motor vehicle safely.
- Excellent understanding of IT principles and the ability to communicate technical concepts effectively.
- Excellent knowledge of Microsoft Windows Operating system, Microsoft Office suite products, Android OS, and Apple IOS.
- Excellent problem-solving, critical thinking, and troubleshooting skills.
- Maintains strong written and effective oral communication skills for both internal and external stakeholders, customers, and peers.
- Demonstrates attention to detail to ensure successful resolution to customer requirements in a timely and cost-effective manner.
- Ability to work nontraditional working hours, including holidays and weekends.

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Enterprise Risk Management Program Coordinator

POSITION OVERVIEW

The Enterprise Risk Management (ERM) Program Coordinator will perform administrative work, organizing and assisting with property, automobile, and liability insurance claims. The incumbent will coordinate gathering data for investigations, prepare and maintain files on claims and potential claims, process department invoices and requisitions, and draft correspondence to attorneys and carriers. Represent and advance the success of the Authority through their relationships with departments, contractors, attorneys, and other related entities. Have basic knowledge of insurance terms and incident reporting. Maintain a comprehensive understanding of department workflow processes and record keeping. Review insurance documents to identify basic requirements and assist in summarizing and resolving content. Maintain various complex logs and records, including those in department-specific software systems. Attend outreach meetings, safety committee meetings, and Authority events on behalf of the ERM team. The position supports ERM's department duties, responsibilities, and the Authority's ERM Program. NOTE: ERM Program Coordinators are responsible for the day-to-day administration and support of ERM activities as assigned. Employees may not regularly perform all listed responsibilities and may typically focus on a few of those listed below. However, all employees in the classification are expected to be able to effectively perform all duties, assist when needed, meet changing departmental workload needs, and serve as backup during absences. Duties and responsibilities, such as regular attendance, are not routinely listed in job descriptions but are also essential functions.

POSITION ROLES & RESPONSIBILITIES

- Processes and responds to calls into @askTPA or ERM Department while maintaining current directory and processes for assisting or redirecting for maximum customer service; collects contact information, pulls incident reports (Daily Debrief, TIAPD, Safety Citations), forwards or elevates calls to appropriate staff or departments.
- Organizes and supports work processes within the ERM Department to ensure delivery of services such as processing claims and establishing and maintaining claims files.
- Assists with and gathers required data for investigating incidents that could result in compensatory events or claims with the insurance carrier.
- Maintains incident tracking spreadsheets for processing of claims, monitors, and presents concerns or issues to management's attention, and assists in facilitating accurate and timely adjudication and settlement.
- Assists with recovering damages incurred by the Authority; investigates claims, initiates and coordinates with departments to support the costs and expenses associated with damages, processes and tracks recovery or restitution, and corresponds and maintains appropriate documentation.
- Coordinates meetings with in-house counsel for the discussion of open claims.
- Collects and maintains employee driver's license information. Monitors and validates employee driver's license compliance with the Department of Motor Vehicles. Coordinates with HR and other HCAA departments in accordance with Authority or ERM Department standard procedures.

- Supports ERM department's response to public records requests through a comprehensive understanding of department workflow processes and record keeping and compiles documentation for review before release.
- Drafts correspondence to attorneys and insurance carriers about claims or potential claims against the Authority.
- Composes and transmits professional communications (emails, memos, letters) to internal and external contacts and follows up for responses, as needed, related to insurance, claims, safety, business continuity, and insurance compliance.
- Assists in maintaining claims files and records. Sets up claim files in accordance with department standards, electronically files and records any mail and other correspondence into appropriate claims files.
- Assists management as needed in the administrative activities of the property and liability insurance renewal process
- Supports Airport safety initiatives, including participation on the Safety Committee, safety training, and procedures.
- Conducts weekly facility inspections.
- Performs various administrative duties.
- Prepare and submit invoice requests to Finance on reimbursable claims
- Process and enter invoices in MyHub (Oracle) for review to be processed for payment
- Maintain Vehicle spreadsheet of all Authority owned vehicles

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or another related field.
- Three (3) years of experience in risk management, insurance, safety, or risk reduction
- Experience with Oracle and CLIO or cloud-based legal case management system

LICENSES AND CERTIFICATIONS

- Certified Claims Adjuster 6-20 All Lines Adjuster License within **one (1) Year - Preferred**

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of risk management functions, insurance policies and processes.
- Knowledge of organizational and program promotional methods and procedures relating to administrative support.
- Knowledge of budget management practices and procedures.
- Ability to organize programs and special events.

- Ability to monitor, oversee and provide guidance to volunteers, clients, and other employees.
- Ability to maintain files and records and prepare reports and correspondence.
- Ability to use a computer and related software.
- Ability to make presentations to large groups.
- Ability to organize and multitask.
- Attention to detail and high degree of accuracy.

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JOB POSTING

Equipment Mechanic II

POSITION OVERVIEW

Performs inspections, maintenance, and minor and major repairs on automotive, construction, agricultural, 2 cycle and various small engine powered equipment.

POSITION ROLES & RESPONSIBILITIES

Troubleshoots and determines repairs for various types of vehicles and equipment.

Makes minor and major repairs to vehicles or equipment including disassembling, replacing and/or overhauling various equipment systems.

Operates various types of vehicles as required to complete proper maintenance.

Maintains preventative maintenance program.

May perform welding, minor body repairs and painting.

Completes maintenance reports and records.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- An equivalent combination of education, training and experience
- Of experience repairing, and maintaining mechanical equipment such as automobiles, trucks or lawn equipment

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of the materials, tools, and methods used in the repair, maintenance, and servicing of gasoline and diesel vehicles and equipment such as automobiles, trucks, or lawn maintenance equipment.
- Working knowledge in the maintenance of gasoline and diesel engines, powertrains, chassis hydraulic, and other equipment-related systems.
- Working knowledge in basic equipment and electrical systems
- Working knowledge of troubleshooting and diagnostic techniques and methods.
- Working knowledge of parts requirements including ordering and recording.
- Knowledge of auto body repair techniques and methods.

- Skill in locating and correcting defects in mechanical equipment.
- Skill in the use of shop tools.
- Ability to safely operate motorized equipment.
- Ability to read technical manuals and specifications.
- Ability to climb, stoop, kneel, and crouch at ground level.

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JOB POSTING

Equipment Mechanic III

POSITION OVERVIEW

The Equipment Mechanic III inspects, maintains, troubleshoots, and repairs automotive and related equipment. This position also involves overseeing the work of subordinate mechanics, acting as a Lead Worker, and managing the operation of a small repair shop or garage. The Equipment Mechanic III must possess a strong technical aptitude, excellent diagnostic skills, and the ability to provide technical assistance to subordinates. This role requires a working knowledge of vehicle systems, computer interfaces, and diagnostic tools. The incumbent must demonstrate expertise in repair procedures, possess strong organizational and leadership skills, and be able to work effectively in a fast-paced environment.

POSITION ROLES & RESPONSIBILITIES

- Inspect, maintain, troubleshoot, and repair automotive and related equipment.
- Oversee the work of subordinate mechanics, act as a Lead Worker, and provide technical assistance.
- Utilize computer interfaces and generic code scanners to troubleshoot vehicle systems and obtain trouble codes from the Engine Control Module (ECM).
- Perform minor and major repairs on vehicles and equipment, including disassembling, replacing, and overhauling mechanical systems.
- Manage the operation of a small repair shop or garage (if applicable).
- Check and maintain maintenance reports and records.
- Monitor preventative maintenance and safety programs to ensure proper equipment maintenance and adherence to safety measures.
- Make service calls as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Three (3) years of experience repairing and maintaining mechanical equipment, such as automobiles, trucks, or lawn maintenance equipment.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Possession of valid Florida Driver's License Upon Hire Required
- EVT Certification, or able to obtain within 6 months of hiring within 180 Days Required
- Automotive Service Excellence (ASE) Certification (A or T Series, Master preferred). Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of materials, tools, and methods used in the repair, maintenance, and servicing of various vehicles and equipment.
- Considerable knowledge of troubleshooting and diagnostic tools, techniques, and methods of repair.
- Working knowledge of parts requirements, including ordering and recording.
- Knowledge of the functions, services, procedures, and regulations of the department.
- Skill in demonstrating repair procedures to subordinates.
- Skill in using shop tools.
- Skill in using various test equipment to troubleshoot vehicle and equipment problems.
- Ability to troubleshoot, maintain, and repair various types of vehicles and equipment.
- Ability to operate motorized equipment.
- Ability to plan, organize, and oversee the work of others.
- Ability to document activities and maintain related records and logs.
- Ability and willingness to work in a subtropical climate under adverse weather conditions and high noise levels.
- Ability to climb, stoop, kneel, and crouch at ground level.
- Ability to carry up to 75 pounds.
- Ability to safely operate a motor vehicle.

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Executive Assistant-Marketing & Communications

POSITION OVERVIEW

The Executive Assistant provides administrative support for a Vice President (VP), and is responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. In managing the VP's overall calendar, the Executive Assistant understands priorities and uses good judgment to manage inevitable conflicts in requests for meetings and also is able to screen out or manage lower priority activities. The Executive Assistant to the VP interacts with the Leadership Team, Board members, staff, volunteers and stakeholders.

POSITION ROLES & RESPONSIBILITIES

- Manages EVP's calendar (internal and external activities), develop and/or organize materials and coordinate logistics for meetings. Creates contact reports and keeps track of next steps as appropriate.
- Draft and/or proof communications, correspondence, presentations, minutes, agendas and other administrative documents as needed for EVP
- Prepares and reconciles expense reports (including travel) expenses in electronic system on behalf of EVP
- Serves as liaison to the Leadership Team (EVP's direct reports)
- Manages the overall flow of information and communication about decisions from the EVP's office to staff and other members of leadership
- Create and maintain systems and procedures to ensure effective implementation of the EVP's directives
- Arranges complex travel plans for the EVP and other staff when required

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Business Administration, Public Administration or a related field
- Five (5) yearsExtensive experience in an executive administrative support position.

KNOWLEDGE, SKILLS & ABILITIES

- Advanced reasoning abilities are required to perform all essential accountabilities of this position.
- Exceptional verbal, written communication and interpersonal skills
- Excellent organizational skills for handling a variety of details and setting administrative and production priorities.
- Ability to work under pressure and can follow through to completion of assigned projects
- Ability to work in a flexible work environment that may require extra or varied hours
- Advanced knowledge, skill and ability of office management practices, current office technology and related computer programs including but not limited to Microsoft Office
- Demonstrated typing and computer related skills and the ability to communicate effectively orally and in writing.
- Must be able to work in a fast paced environment, work flexible hours, and have a strong attention to detail.

- Excellent organizational and interpersonal skills are required.

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JOB POSTING

Executive Assistant-Operations & Customer Service

POSITION OVERVIEW

The Executive Assistant provides administrative support for a Vice President (VP), and is responsible for the overall effective administration of the VP's office and its interactions with internal and external stakeholders. In managing the VP's overall calendar, the Executive Assistant understands priorities and uses good judgment to manage inevitable conflicts in requests for meetings and also is able to screen out or manage lower priority activities. The Executive Assistant to the VP interacts with the Leadership Team, Board members, staff, volunteers and stakeholders.

POSITION ROLES & RESPONSIBILITIES

Manages VP's calendar (internal and external activities), develop and/or organize materials and coordinate logistics for meetings. Creates contact reports and keeps track of next steps as appropriate.

Draft and/or proof communications, correspondence, presentations, minutes, agendas and other administrative documents as needed for VP

Serves as liaison to the Leadership Team (VP's direct reports)

Manages the overall flow of information and communication about decisions from the VP's office to staff and other members of leadership

Create and maintain systems and procedures to ensure effective implementation of the VP's directives

Arranges complex travel plans for the VP and other staff when required

Prepares and reconciles expense reports (including travel) expenses in electronic system on behalf of VP

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four-year degree granting college or university in Business Administration, Public Administration or a related field
- Of extensive experience in an executive administrative support position.

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated typing and computer-related skills and the ability to communicate effectively orally and in writing.
- Must be able to work in a fast-paced environment, work flexible hours, and have strong attention to detail.
- Excellent organizational and interpersonal skills are required.
- Advanced reasoning abilities are required to perform all essential accountabilities of this position.

- Exceptional verbal, written communication and interpersonal skills
- Excellent organizational skills for handling a variety of details and setting administrative and production priorities.
- Ability to work under pressure and can follow through to completion of assigned projects
- Ability to work in a flexible work environment that may require extra or varied hours
- Advanced knowledge, skill, and ability in office management practices, current office technology, and related computer programs including but not limited to Microsoft Office.

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Executive Vice President HR, IT & General Counsel

POSITION OVERVIEW

Reporting to the CEO and Authority Board Members, this position serves as the principal contact in all legal matters for the Aviation Authority. The incumbent is responsible for the performance of a wide variety of legal duties pertaining to all leases, contracts and agreements for the Authority, representing the Authority's interest in litigation, and rendering legal opinions. The General Counsel will manage all activities of the Department of Legal Affairs and oversee the preparation of all agreements relating to the Master Plan development program, including airline agreements, concession/commercial development agreements, land acquisition and ground leases, construction and consultant agreements and the lease of airport facilities at the Authority's four airports. The General Counsel will insure the legal sufficiency of contracts and agreements in accordance with federal, State, local and HCAA laws, rules and regulations. The incumbent will also be responsible for ensuring that contracts, leases and agreements clearly define the interests of all the parties involved; are consistent, accurately identify the tenant's obligations, outline concession performance standards and DBE goals and expectancies and represent the current regulatory environment. The General Counsel will provide legal opinions and advice to the CEO and Board Members on a wide variety of legal matters related to all aspects of the Aviation Authority from its governance to the management and operation of Tampa International, Peter O Knight, Plant City, and Tampa Executive Airports.

POSITION ROLES & RESPONSIBILITIES

Review and approval of all contracts, grant agreements, concession agreements, vendor agreements, labor agreements, user agreements, leases, easements, permits and similar documents.

Coordination of all legal issues with the Authority’s CEO.

Draft and final preparation of contracts or other legal documents.

Representation in real estate transactions, including examination of land titles.

Representation in actual or threatened litigation or in any adversarial proceedings before Administrative agencies.

Liaison with legislative and executive representatives of County, State or Federal government agencies.

Provide services that fall in highly specialized areas such as bankruptcy, computer, environmental, public procurement and construction, third party liability claims, collection of delinquent accounts or tax law.

Oversee all outside legal service contracts.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- PhD Juris Doctor Degree from an accredited school of law and admission to the Bar of the State of Florida (or have similar credentials from another State that will be reciprocally honored by the Florida State Bar Association),
- Eight (8) years experience as a practicing attorney including extensive professional legal experience involving some branch of local government, experience in the Aviation Industry, or any equivalent combination of experience and training a must.
- Experience should reflect demonstrated knowledge and a thorough understanding of the laws as they relate to the sale and purchase of real property; rental and lease agreements; construction and contract administration; procurement; and, compliance with policies and procedures. The General Counsel will perform a wide range of legal services for the Authority and a thorough understanding of the requirements relating to the Public Sector environment is critical.

LICENSES AND CERTIFICATIONS

- ATT-JD - Attorney Upon Hire Required

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Executive Vice President Marketing & Communications

POSITION OVERVIEW

Reporting to the CEO, the Executive Vice President of Marketing will be responsible for developing and implementing a dynamic marketing and communications program which will proactively advance the interests of the Authority's policies and programs. This position will be responsible for providing leadership to a communication staff and will work closely with other program leaders and staff in helping implement a mission-focused, enterprise-level communications strategy. The Vice President will continually develop and improve communication approaches to advance the Authority's programs and initiatives. The Vice President will also work to align external stakeholders and consultants to leverage the Authority's visibility and brand in order to advance its policy and program initiatives. The Vice President will be an innovative, creative and strategic communications leader. The Vice President serves as a member of the senior management team and is responsible for the overall planning, budgeting, staffing, and evaluation of all communications activities consistent with policies established by the CEO and the Board.

POSITION ROLES & RESPONSIBILITIES

Continually develop and improve communications resources and approaches to advance the Authority's program strategies and initiatives.

Provides leadership for design, implementation, and management of issue-focused communication enterprise.

Develops strategic communications plans, both proactively and responsibly to breaking events.

Develops workable implementation plans; communicates changes effectively; build commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Effectively utilize social media and other online formats, as well as more traditional media/communications vehicles, to ensure information on the Authority is accurate, consistent and accessible to external audiences.

Efficiently communicate Authority image and positions to maintain or enhance credibility with key audiences; engage potential partners or allies who share similar goals; and, proactively engage critical stakeholders to advance the mission of the Authority.

Works in direct partnership with Authority's staff to mutually develop program-related communications strategies that are built into broader program plans and effectively utilize the Authority's other internal resources when appropriate.

Reinforce, train, and grow staff's capacity to effectively engage with key audiences about the organization's mission, program outcomes and goals in alignment with the Authority's core values.

Provide regular strategic and tactical communication support to CEO's Office and leadership in helping to advance critical goals and priorities.

Provide communications oversight of critical information relayed to the Board of Director's and provide counsel on strategic communications as needed.

Ensure all staff has access to useful and timely internal information about the Authority.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- B.A. in a related field
- Of experience in communications, public relations or other related field.

KNOWLEDGE, SKILLS & ABILITIES

- Proven capacity to communicate with, and successfully reach, culturally and ethnically diverse target audiences, especially within the nonprofit, policy, and/or philanthropic sectors.
- Looks for ways to fulfill the vision; shows commitment to the organizational mission and guiding principles; inspires respect and trust.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Able to generate and deliver persuasive and clear verbal, graphic, and written communications.
- Outstanding interpersonal skills; must have credibility, good judgment, honesty, and integrity.
- Ability to listen and process complex information quickly.
- Ability to manage change with flexibility and grace.
- Initiative to solve problems with energy and a positive attitude.
- Able to anticipate, prioritize, and manage tasks while simultaneously demonstrating genuine respect for diversity and inclusiveness with multicultural sensitivity.
- Demonstrated and effective people management and employee development skills.

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Executive Vice President Operations & Customer Service

POSITION OVERVIEW

As the Executive Vice President of Operations and Customer Service, plays a critical role in shaping the overall passenger experience and operational efficiency at the Hillsborough County Aviation Authority airports. Responsible for leading a talented team and collaborating with various stakeholders to ensure our airports are safe and secure and provide exceptional customer service to all passengers.

POSITION ROLES & RESPONSIBILITIES

Strategic Leadership:

- Develop and implement strategic plans for airport operations and customer service to align with the company's overall goals and objectives.
- Provide visionary leadership and direction to the airport operations and customer service teams, setting clear goals and KPIs.

Operational Excellence:

- Oversee all aspects of airport operations, including terminal management, ground services, baggage handling, and security, to ensure smooth and efficient operations.
- Ensure compliance with all relevant regulatory requirements and industry standards.
- Drive efficiency and cost-effectiveness in airport operations while maintaining high safety standards.

Customer Experience:

- Elevate the passenger experience by implementing best practices in customer service, including improving check-in processes, waiting areas, and in-terminal services.
- Lead the customer service team to deliver exceptional passenger experiences at all touchpoints, from check-in to baggage claim.
- Develop and implement programs to continuously improve customer satisfaction and loyalty.
- Handle escalated customer issues and ensure timely resolution.

Budget and Resource Management:

- Develop and manage the budget for airport operations and customer service, optimizing resource allocation.
- Identify cost-saving opportunities without compromising on service quality.

Team Leadership and Development:

- Build and lead a high-performing team, fostering a culture of accountability, professionalism, and continuous improvement.
- Provide coaching, mentorship, and professional development opportunities to team members.
- Foster a culture of collaboration, accountability, and innovation.

Stakeholder Collaboration:

- Collaborate with government agencies, airlines, vendors, and other stakeholders to enhance airport services and address operational challenges.
- Collaborate with third-party vendors and service providers to ensure seamless airport operations and superior customer service.

- Establish and maintain strong relationships with key stakeholders, including government authorities, airlines, and industry partners.

Technology and Innovation:

- Drive innovation in airport operations by exploring and implementing new technologies and processes to improve efficiency and passenger satisfaction.
- Utilize data analytics and key performance indicators to assess operational performance and identify areas for improvement.
- Stay abreast of industry trends and emerging technologies to enhance airport operations and customer service.

Crisis Management:

- Develop and implement crisis management plans to respond effectively to emergencies or unexpected events at the airports.
- Ensure strict adherence to safety regulations, security protocols, and industry standards to protect passengers and employees.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Aviation Management, Business Administration, or a related field;
- Ten (10) or more years Proven track record in senior leadership roles within the aviation industry, with a focus on airport operations and customer service.
- • In-depth knowledge of airport operations, regulatory compliance, and safety standards. • Strong leadership and team management skills with a history of building and motivating high-performing teams. • Exceptional communication and interpersonal abilities. • Strategic thinker with the ability to drive change and innovation. • Experience managing budgets and resources effectively. • Customer-centric mindset with a passion for delivering outstanding customer experiences.

PREFERRED QUALIFICATIONS

- Master's Degree Aviation Management, Business Administration, or a related field;

KNOWLEDGE, SKILLS & ABILITIES

- Aviation Industry Expertise: In-depth knowledge of the aviation industry, including airport operations, regulations, safety standards, and emerging trends.
- Airport Management: Understanding of terminal operations, ground handling, security protocols, and logistical aspects of running an airport.
- Customer Service Principles: A deep understanding of customer service best practices, including methods for measuring and improving customer satisfaction.
- Regulatory Compliance: Familiarity with local and international aviation regulations, as well as the ability to ensure compliance and navigate regulatory changes.
- Budget and Resource Management: Proficiency in budget planning, financial analysis, and resource allocation to optimize operational efficiency.
- Technology and Innovation: Awareness of the latest technologies and innovative solutions in aviation operations and customer service.
- Stakeholder Relations: Knowledge of stakeholder dynamics, including relationships with airlines, government authorities, vendors, and industry partners.
- Leadership: Strong leadership skills to inspire and lead a diverse team effectively, fostering collaboration, accountability, and a results-oriented culture.
- Strategic Thinking: The ability to think strategically, set clear goals, and develop and implement effective strategies to achieve them.

- Communication: Excellent verbal and written communication skills to convey complex ideas and strategies to diverse audiences, including staff, stakeholders, and the public.
- Problem-Solving: Exceptional problem-solving skills to identify issues, analyze data, and develop innovative solutions to challenges in airport operations and customer service.
- Decision-Making: Sound judgment and decision-making abilities, especially in high-pressure situations.
- Customer Focus: A customer-centric mindset with a passion for delivering outstanding passenger experiences and a commitment to continuous improvement.
- Financial Acumen: Financial analysis skills to manage budgets, assess cost-saving opportunities, and make data-driven decisions.
- Innovation: A mindset that embraces innovation and a willingness to explore and adopt new technologies and approaches to enhance airport operations and customer service.
- Crisis Management: Ability to manage and respond to crises and emergencies efficiently, ensuring the safety and satisfaction of passengers and employees.
- Networking: Strong networking abilities to build and maintain relationships with key industry players and stakeholders.
- Global Perspective: Understanding of the global aviation landscape and the ability to consider international factors in decision-making, especially for international airports.
- Team Building: The ability to build and lead high-performing teams, fostering a collaborative and motivated workforce.
- Change Management: Proficiency in driving change and implementing new processes, technologies, and strategies.
- Conflict Resolution: Strong conflict resolution skills to address disputes and issues within the organization and with external stakeholders.
- Adaptability: The capacity to adapt to evolving industry trends, regulations, and customer preferences.

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Executive Vice President, Finance and Procurement

POSITION OVERVIEW

The Vice President of Finance and Information Technology acts as the Chief Financial Officer and Chief Purchasing Agent for the Aviation Authority. The Vice President of Finance and Information Technology is responsible for directing all financial, and procurement activities for the Aviation Authority. The position oversees two departments and is responsible for ensuring completion of each department's goals; overseeing development and compliance with departmental procedures; monitoring the performance of each department; developing long-range strategies and directing the preparation of departmental operating and capital budgets. The Vice President of Finance and Procurement reports to the Chief Executive Officer. The following positions report directly to the Vice President of Finance, and Vice President of Procurement. Director of Finance – this position is responsible for directing the financial activities of the Authority, including preparation of financial statements and related external audit, calculation of rates and charges to airlines, coordination of issuance of debt, accounts payable, accounts receivables, budget, payroll, collections and inventory. Director of Procurement – this position is responsible for directing the purchase of supplies, materials, equipment, construction and professional and non-professional services for the Authority.

POSITION ROLES & RESPONSIBILITIES

Assisting the Chief Executive Officer and others with various financial analyses.

Coordinating the issuance of debt, including refunding bond issues, construction bond issues, commercial paper and other types of financing for capital improvements.

Interacting with the Authority's trustees related to bond covenants the administration of existing debt.

Directing the establishment and management of Authority banking and investments.

Ensuring compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing goods or services to the Authority.

Maximizing revenues and minimizing expenditures to protect the financial strength of the Authority.

Other duties and assignments as may be required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In accounting, business administration, public administration, management or related field

- Of senior-level experience in managing the accounting, investment and financial functions of a similarly sized organization in a position with significant organizational and budget responsibility, preferably at a medium to large size airport or other governmental organization
- Consideration will be given to experience in a similar role in a non-governmental organization.

PREFERRED QUALIFICATIONS

- Master's Degree In business administration or public administration

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Finance Revenue & Contract Administrator

POSITION OVERVIEW

Manages the billing rule function for the Authority, which entails translating terms/conditions of revenue contracts into the framework for an invoice. Performs highly technical and professional duties analyzing and developing improved managerial policies, practices, methods, procedures, and organizational structures. Duties involve providing and coordinating responsible technical and professional assistance to departments and agencies by reviewing and independently analyzing complex organizational structures, procedures, and existing programs to identify areas where corrective action should be implemented.

POSITION ROLES & RESPONSIBILITIES

Manages the billing rule function for the Authority, which entails translating terms/conditions of revenue contracts into the framework for an invoice. This also includes misc. Tenants and retiree billings.

Supports the revenue contract managers in ensuring that all contractual obligations are met while also ensuring that all billing information is up-to-date with the latest drawings/space usage

Independently tracks contract expiration, renewals, and amendments to ensure that the contract managers are appropriately adhering to board-approved contract terms.

Analyzes sales performance and investigates any variance between expected performance and actual performance. Ensures that revenue recognition is in line with the reported sales activities

Tracks surety/payment security requirements for Concessions departments

Records and reconciles public parking-book parking, ground transportation per-trip fee, and badging office activities.

Day-to-day contact for all credit card processing revenue streams (online payments, badging, pre-book parking, ground transportation), including management of customer disputes, chargebacks, refunds.

Manages all state sales tax and communication-related tax reporting and compliance.

Works together with the billing team to ensure an effective and efficient flow of communication and contract changes. Performs highly complex independent research studies and makes conclusive recommendations.

Manages contract related GASB87 compliance, including contract oversight and tracking in support of the Authority's annual external audit.

Manages retiree billing administration and oversight in support of the Authority's Human Resources department, including working with retirees on payment issues, questions, various support.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Finance, Accounting, or another related field.
- Seven (7) years Accounting, Finance, Finance-Related, Preferably receivables
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Strong written and oral communication skills.
- Should have working knowledge of generally accepted accounting principles and expertize using the Microsoft suite of software products.
- Should have working knowledge and experience managing and working within large-scale financial ERP systems.
- Strong leading Business Users through Financial and Procurement out of the box functionality to support proof of concepts and new capabilities.
- Knowledge around out of the box interfaces tables, APIs/Packages, base tables, seeded workflows in Oracle modules in 12.1.X and 12.2.X.
- Ability to use word processing, spreadsheet, database, and related software applications.
- Ability to read, comprehend, and apply job-related rules, policies, and procedures.
- Ability to analyze accounting and fiscal data.
- Knowledge of computer operations using accounting and spreadsheet applications.
- Knowledge of governmental accounting principles, practices, procedures, methods, and theory.
- Familiarity with performing job functions in concert with a major ERP system.

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Financial Analysis and Reporting Manager

POSITION OVERVIEW

Reporting to the Manager of Business Analysis, Reporting, and Revenue Control, the Financial Analysis and Reporting Manager is responsible for managing and coordinating all Aviation Authority financial reporting throughout the year, including monthly budget to actual analysis & the majority of interim audit & final financial audit analysis and schedules. This position manages the HCAA financial reporting process and related general ledger accounting system and activities, and prepares and analyzes complex reports and statements for senior management, statutory agencies, and external user groups. While compiling and analyzing monthly financial reports, this position requires fast-paced, independent decision making ability in order to quickly understand and interpret financial results. In addition, this person exhibits proactive willingness and ability to help integrate new financial system technologies that enhance and streamline all monthly reporting processes.

POSITION ROLES & RESPONSIBILITIES

Coordinates and compiles analysis and schedules for financial audit including footnotes, all financial statements, & final budget to actual reports

Manages all financial budget to actual reports and completes variance analysis for all departments across the Authority on a monthly basis. This includes consolidated revenue and expenses summaries, detailed department level performance, & full year financial projections as needed

Primary contact person for Authority department's with questions regarding budget to actual performance and miscellaneous questions regarding reporting tools

Manages the filing of the financial reports to the Federal Aviation Administration (FAA) and the State Department of Financial Services (AFR)

Completes Monthly Bank Reconciliations for Complex Authority Account including the Reserve Fund & the Sinking Fund

Compiles Quarterly Profit & Loss Statements for the Major Authority Departments to ensure focus on the bottom line and clear understanding of the overall health of the Authority

Proactively works with Authority departments to understand budget to actual variances and ensure that full year financial forecasts are in line with departmental plans

Performs miscellaneous financial analysis on an ad-hoc basis for senior management and staff

Coordinates with the publication of the Airport's annual report

Trains various Authority staff on EIS reporting tool to empower individual staff to pull report, complete analysis, & proactively track budget performance

Integral part of upcoming Oracle Business Intelligence project as Authority looks to automate processes and enables real-time analysis of financial, passenger, & statistical performances

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Accounting, Finance, Business Administration, or closely related field
- Five (5) years of progressively responsible experience at a medium or large governmental entity and preferably within an aviation authority.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Preferred

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Fixed Asset Analyst

POSITION OVERVIEW

Reporting to the Projects and Grants Finance Manager, the Fixed Asset Analyst will oversee the fixed assets function across the Authority, while driving process improvements. Performs analyst duties including managing the fixed asset system, reconciling modules to the General Ledger and preparing audit schedules.

COMPENSATION

WORKPLACE TYPE

- This hybrid position requires you to work at least three (3) days or more on-site in the office base on business needs.

POSITION ROLES & RESPONSIBILITIES

Creates and maintains fixed asset acquisitions, retirements and transfers in the Oracle Fixed Asset System.

Conducts annual physical inventory counts of the capitalized equipment.

Manages the fixed assets month end closing process.

Prepares interim and year end fixed assets audit schedules for the external audit. Point of contact for questions from the external auditors.

Calculates depreciation for capitalized assets.

Reconciles and balances the Oracle Projects Module and the Fixed Assets Module with the General Ledger.

Prepares and records the In-House Labor (P&D, Maintenance and ITS) charged to projects.

Manages all capital project fixed assets from substantial completion to final close.

Prepares the Recognized Net Investment (RNI) Schedule.

Prepares Schedule 6 (Estimated Capital Improvement Expenditures) for the Annual Budget Book.

First reviewer for project payables paid invoices and payment applications.

Assists with the implementation of new and upgraded systems to ensure adequate internal controls are in place.

- Assists departments in determining capital vs expensed equipment and equipment funded vs O&M.
- Prepares journal entries and posts transactions to proper accounts.
- Conducts analysis related to fixed assets as requested by management.
- Develops new and modifies existing accounting procedures (440.03, 440.05 & 440.06) to achieve operational efficiency.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of experience as a professional accountant
- An equivalent combination of education, training, and experience directly related to the functions outlined in this position

PREFERRED QUALIFICATIONS

- Bachelor's Degree In Accounting, Finance or Business

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of laws, rules, and policies governing accounting books, records, and accounts.
- Knowledge of personal computers using word processing, spreadsheet, database, and various accounting software.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to analyze and audit accounting reports.
- Ability to read, comprehend, and apply job-related rules, policies, and procedures.
- Ability to develop computer-based spreadsheets, graphs, summaries, and reports.

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JOB POSTING

Fleet Maintenance Superintendent

POSITION OVERVIEW

Performs supervisory and technical duties planning and directing the maintenance and repair of internal and external structures and facilities, or operating, maintaining and repairing mechanical and electronic equipment.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of employees and monitors contractors engaged in building maintenance and repair; installation, inspection, maintenance, and repair of air conditioning, heating, refrigeration systems, mechanical equipment, specialized equipment, pavements, outside structures, or major electronic systems.

Establishes preventive maintenance programs, procedures and schedules; supervises an equipment safety inspection program and makes periodic inspections to ensure proper maintenance of equipment.

Reviews contract bids and inspect work performed by contractors to ensure conformance to specifications and contract integrity; brings contract inadequacies to the attention of management, and follows up to ensure correction of contract performance.

Requisitions and maintains replacement parts and materials in central stock to allow timely completion of assignments.

Prepares technical specifications for equipment acquisition.

Provides technical advice and assistance to subordinates; trains personnel in safety procedures and operating standards.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience as the supervisor of either a construction work crew or in the area of facility maintenance and repair.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of one or more, of the following or a combination thereof: buildings and other physical structures, mechanical equipment and systems, vehicular and stationary equipment, or electronic systems.

- Considerable knowledge of codes, rules, regulations, and requirements pertaining to the area(s) of responsibility.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to locate, analyze, and diagnose structural deficiency or equipment malfunctions.
- Ability to establish and maintain effective working relationships with subordinates, peers, and others.
- Skill in the application of supervisory techniques.

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JOB POSTING

Fleet Maintenance Supervisor

POSITION OVERVIEW

Performs supervisory duties overseeing maintenance and repair personnel engaged in the maintenance and repair of airport fleet vehicles and other mechanical airport support equipment. Repairs and maintains assets at a prescribed standard. Provides technical support to junior mechanics on complex problems and prioritizes and completes a large workload with available resources.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of skilled trades and maintenance personnel engaged in repairing and maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.

Plans, schedules, assigns, and reviews work. Provides training, coaching, performance management, and timekeeping for maintenance personnel.

Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determine equipment and tools, and makes drawings or sketches necessary for maintenance personnel to properly perform work assignments.

Determines, schedules, and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Requisitions equipment, tools, and materials in a timely manner to ensure maintenance and construction schedules are met.

Assists in developing contract specifications and overseeing the performance of contracts in assigned areas to ensure construction and maintenance requirements are satisfied and services are completed according to specifications.

Answers questions and provides information related to work assignments, including resolving problems, handling complaints, and providing technical expertise in the area of assignment.

Prepares and maintains manual and computerized reports, records, and logs related to the work performed and materials, equipment, and supplies used to provide an audit trail of activities.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific functions noted in the job description.
- of experience in fleet maintenance, construction, maintenance, or the skilled trades
- of experience as a supervisor

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations, and operational requirements of the organization to which assigned.
- Knowledge of accepted methods, practices, and procedures for repairing and maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.
- Knowledge of equipment, tools, and materials used in repairing and maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.
- Knowledge of safety practices and principles used in repairing and maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.
- Knowledge of record-keeping requirements.
- Knowledge of laws, ordinances, rules, regulations, and standard operating procedures for repairing and maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.
- Knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs used in maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.
- Skill in the use of tools and equipment used in maintaining airport fleet vehicles (including ARFF vehicles) and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods, kneel, bend, and climb in performing duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to plan, organize and oversee the work of others.

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GA Maintenance Lead

POSITION OVERVIEW

Performs supervisory or skilled work involving two or more trades in the construction, maintenance, and repair of buildings, equipment and facilities.

POSITION ROLES & RESPONSIBILITIES

Supervises and participates in the erection of small structures and the more complex alteration, repair and maintenance of plumbing, electric, and water systems and/or fixtures, brick, cement, HVAC, and carpentry work.

Supervise the work of skilled staff by scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.

Makes drawings or sketches for repair work.

Requisitions and maintains replacement parts in central stock to permit completion of repairs.

Drives a vehicle to and from work sites.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Four (4) years of experience as a skilled trades worker in two or more of the following trades: plumbing, electrical, carpentry, masonry, painting, or other skilled trades

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Possession of a valid Florida Driver License. Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of procedures and techniques utilized in various construction trades.
- Considerable knowledge of the construction and maintenance of various types of buildings and facilities.
- Considerable knowledge of airfield mowing and operation of heavy equipment.
- Some knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to prioritize work.
- Ability to plan, organize and supervise the work of others.
- Ability to work effectively with others.
- Ability to perform a variety of physical tasks.

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GA Maintenance Operations Manager

POSITION OVERVIEW

The General Aviation Operations Manager is pivotal in ensuring the safe and compliant operation of all airfield activities under the purview of the Airport FAA, FDOT, and City and State regulatory bodies. This multifaceted role encompasses a wide range of responsibilities, from overseeing self-inspection programs and coordinating construction and maintenance efforts to engaging with governmental agencies and fostering seamless collaborations within the airport community. The General Aviation Operations Manager assumes a leadership role encompassing administrative, supervisory, and technical functions related to regulatory compliance within the General Aviation (GA) department. In addition to ensuring adherence to regulations, this role actively responds to incidents/accidents, handles special use permits and tenant work permits, and recommends proposed airport capital improvement initiatives to safeguard operational safety. The role's proactive engagement fosters effective communication and cooperation among airport tenants, external governmental entities, Authority leadership, and departmental teams, particularly concerning airfield operations, construction, and maintenance activities.

POSITION ROLES & RESPONSIBILITIES

Regulatory Compliance Oversight:

- Conduct meticulous inspections of runways, taxiways, ramps, and associated areas to ensure strict compliance with FAA, FDOT, and City and State regulatory standards, ensuring the ongoing safety of aircraft operations.
- Lead airport safety programs, initiatives, and other critical assessments to uphold top-tier safety standards.

Construction and Maintenance Coordination:

- Collaborate closely with the Maintenance Operations Manager to oversee daily airfield activities encompassing airfield maintenance work, construction projects, and the movement of aircraft and vehicles.
- Drive the general aviation compliance program by implementing and enforcing policies and procedures aligned with industry best practices.

Tenant Management and Regulatory Adherence:

- Monitor airport tenants and leased areas to proactively identify potential violations of Airport Rules/Regulations and other pertinent regulations.
- Ensure meticulous compliance with Federal and State airport certification regulations, maintaining our airport's status as a safe and reliable hub for aviation activities.

Governmental Liaison and Project Representation:

- Serve as the primary General Aviation representative for airport projects, effectively communicating our department's perspective and ensuring alignment with our operational goals.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Airport Operations Management, Business Administration, or a closely related field.
- Three (3) years of Proven expertise in general aviation airport operations, including the application of certification requirements and airport safety standards. Demonstrating familiarity with airport layout, design, and construction principles.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Possession of a Valid Florida Driver's License Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Exceptional leadership skills, capable of fostering teamwork, building consensus, and inspiring excellence among team members.
- Deep understanding of Federal Aviation Regulations and the ability to interpret and apply them effectively.
- Comprehensive knowledge of airport operations, maintenance, and related activities, ensuring optimal operational performance.
- Proficiency in weather and NOTAM terminology used in Airport Operations, enhancing your ability to make informed decisions.
- Previous experience as an Airport Operations Manager or Airport Operations Specialist is a strong advantage, showcasing your readiness for this role.
- Thorough comprehension of federal, state, and local airport operations and security regulations, ensuring compliance and operational integrity.
- Strong organizational skills enable you to lead teams, prioritize effectively, and drive projects forward independently.
- Excellent analytical and decision-making capabilities, empowering you to evaluate programs, policies, and procedures for continuous improvement.
- Superior communication skills, both written and verbal, essential for conveying complex information and building relationships.
- Ability to prepare reports, maintain records, analyze data, and administer programs.

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General Aviation Operations Manager

POSITION OVERVIEW

The General Aviation Operations Manager holds a pivotal role in ensuring the safe and compliant operation of all airfield activities under the purview of the Airport FAA, FDOT, and City and State regulatory bodies. This multifaceted role encompasses a wide range of responsibilities, from overseeing self-inspection programs and coordinating construction and maintenance efforts to engaging with governmental agencies and fostering seamless collaborations within the airport community. The General Aviation Operations Manager assumes a leadership role encompassing administrative, supervisory, and technical functions related to regulatory compliance within the General Aviation (GA) department. In addition to ensuring adherence to regulations, this role actively participates in incident/accident investigations, conducts specialized inquiries, and meticulously reviews proposed airport grant-in-aid initiatives to safeguard operational safety. The role's proactive engagement extends to fostering effective communication and cooperation among airport tenants, external governmental entities, Authority leadership, and departmental teams, particularly concerning airfield construction and maintenance activities.

POSITION ROLES & RESPONSIBILITIES

Regulatory Compliance Oversight:

- Conduct meticulous inspections of runways, taxiways, ramps, and associated areas to ensure strict compliance with FAA, FDOT, and City and State regulatory standards, ensuring the ongoing safety of aircraft operations.
- Lead terminal ramp safety inspections, Foreign Object Debris (FOD) inspections, and other critical assessments to uphold top-tier safety standards.

Construction and Maintenance Coordination:

- Collaborate closely with the Maintenance Operations Manager to oversee daily airfield activities encompassing airfield maintenance work, construction projects, and the movement of aircraft and vehicles.
- Drive the general aviation compliance program by implementing and enforcing policies and procedures aligned with industry best practices.

Tenant Management and Regulatory Adherence:

- Monitor airport tenants and leased areas to proactively identify potential violations of Airport Rules/Regulations and other pertinent regulations.
- Ensure meticulous compliance with Federal and State airport certification regulations, maintaining our airport's status as a safe and reliable hub for aviation activities.

Training and Professional Development:

- Spearhead the development and implementation of Airfield Training Programs for airport personnel and stakeholders, further enhancing our team's expertise and preparedness.
- Foster a culture of continuous learning and improvement, ensuring that our team remains up-to-date with the latest industry standards.

Governmental Liaison and Project Representation:

- Serve as the primary General Aviation representative for airport projects, effectively communicating our department's perspective and ensuring alignment with our operational goals.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Airport Operations Management, Business Administration, or a closely related field.
- Proven expertise in general aviation airport operations, including the application of certification requirements and airport safety standards. Demonstrating familiarity with airport layout, design, and construction principles.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Valid Florida Driver's License Upon Hire Required

PREFERRED QUALIFICATIONS

-

KNOWLEDGE, SKILLS & ABILITIES

- Exceptional leadership skills, capable of fostering teamwork, building consensus, and inspiring excellence among team members.
- Deep understanding of Federal Aviation Regulations and the ability to interpret and apply them effectively.
- Comprehensive knowledge of airport operations, maintenance, and related activities, ensuring optimal operational performance.
- Proficiency in weather and NOTAM terminology used in Airport Operations, enhancing your ability to make informed decisions.
- Previous experience as an Airport Operations Manager or Airport Operations Specialist is a strong advantage, showcasing your readiness for this role.
- Thorough comprehension of federal, state, and local regulations governing airport operations and security, ensuring compliance and operational integrity.
- Strong organizational skills, enabling you to lead teams, prioritize effectively, and independently drive projects forward.
- Excellent analytical and decision-making capabilities, empowering you to evaluate programs, policies, and procedures for continuous improvement.
- Superior communication skills, both written and verbal, essential for conveying complex information and building relationships.
- Proven track record in preparing reports, maintaining records, analyzing data, and administering programs.

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GIS Analyst

POSITION OVERVIEW

The GIS Analyst is responsible for implementing the Authority's enterprise GIS by completing tasks and work assignments required to develop and maintain the Enterprise GIS. Enterprise GIS assistance includes the integration of GIS data with other systems such as Cityworks. This position will be responsible for analyzing business workflow and business needs, recommending and developing GIS solutions and applications, Implementing/configuring GIS software/apps for data collection and data visualization, integrating GIS solutions and data with other business workflows or processes. Work also includes the use of geographic analysis to process data, format data, and analyze data; providing support for cartographic design and high-quality map production projects, such as creating and using maps; editing, updating, and compiling spatial data; analyzing spatial data and mapped information.[MRS1] Other duties may include data conversion activities and data maintenance using ESRI ArcGIS software. The GIS Analyst must be skillful at identifying the spatial information needs of the agency, and the resources that are needed to meet them. These skills will be used to document project requirements, tasks and deliverables. The ideal GIS Analyst will have 5 years of experience editing GIS data, publishing web services and creating GIS mapping products.

POSITION ROLES & RESPONSIBILITIES

Develop/configure GIS out-of-the-box applications, workflows and procedures.

Develop, prioritize and complete GIS tasks.

Develop GIS workflows and procedures.

Maintain GIS portal and applications.

Maintain GIS data as required.

Research and stay current with latest GIS and information technology advancements.

Develop and Implement data standards and quality control processes.

Provides end-user support through training and technical support.

Resolve technical issues related to ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise and enterprise geodatabases using Esri tools and other related technologies

Develop and implement geodatabase feature datasets and classes.

Develop and create editing procedures working in an Esri geodatabase.

Support the multiuser editing, view and resolve conflicts during versioned editing.

Create geospatial databases and mapping products.

Creating mapping services.

Application of GIS knowledge to complete tasks with a high degree of accuracy.

Accuracy, quality and completeness and schedule adherence can be independently maintained by you and measured by others.

Administer data and application access/permissions.

Organize and optimize GIS data and applications.

Troubleshoot and fix broken items, errors and issues.

Other duties as assigned.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- BA/BS in Geography, GIS, Planning, Natural Resources, Engineering, Computer Science, or related field.
- Of experience with ArcGIS Pro.
- Of experience with GIS/ESRI software specifically: • ArcGIS Enterprise. • ArcGIS Pro. • ArcGIS Online.
- Experience with the following web mapping applications: • Survey123, Operations Dashboard, Field Maps, Workforce, Web App Builder
- Of experience with Cityworks Asset Management software
- Enterprise GIS experience preferably with a local government
- Experience with GIS Automation techniques including Esri Model Builder, Python, and/or FME

LICENSES AND CERTIFICATIONS

- GISP Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of ArcGIS Indoors is highly desirable
- Thorough understanding of GIS theory, database management and applications
- Working knowledge of AutoCAD and Revit
- Knowledge of FAA policies, regulations, Standard Operating Procedures and Airports GIS
- Familiar with GPS concepts and experience with field data collection
- Proficient with MS Office productivity products Access, Excel, PowerPoint, and Word
- Basic understanding of Relational Database Management System (RDBMS) and applications (SQL Server, Oracle)
- Knowledge of Project Management concepts, methods, standards and procedures
- Ability to patiently communicate technical information clearly and concisely
- Ability to learn new concepts quickly, retain large amounts of information, and adapt to a changing work environment
- Proficient written and verbal communication abilities with a strong grasp of the English language including grammar, punctuation, and consistency
- Strong prioritization skills including managing time and workload efficiently
- Working knowledge of HTML and JavaScript is desired

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GIS Manager

POSITION OVERVIEW

The GIS Manager uses technical and administrative skills to ensure that GIS technology is applied properly and efficiently at various departmental levels within the Hillsborough County Aviation Authority (Authority). The GIS Manager must be skillful at identifying the spatial information needs of the Authority and Tampa International Airport as well as the General Aviation Airports and the resources that are needed to meet them. A working knowledge of the Authority's functions and activities is important together with knowledge of geodatabases and GIS software used in those functions and activities. The GIS Manager must possess the skills and abilities necessary to ensure that projects and tasks are completed on time and within budget constraints. The GIS Managers sets project and task goals, establishes completion dates, obtains necessary resources, and coordinates activities with the GIS user departments. The GIS Manager is expected to develop budgets, follow project management processes, lead and coach teams, and prioritize customer satisfaction in the effort to implement an enterprise GIS for the Authority. The ideal candidate will have a minimum of 5 years of experience leading enterprise GIS programs preferably for an Airport, City or County and with experience specific to implementing GIS solutions for planning, engineering infrastructure, and land development. The GIS Manager will have the ability to work independently to develop a GIS master plan and implement a GIS system at TPA. In addition, the GIS Manager could be required to manage and oversee the work of other employees or consultants depending on the long term GIS strategy developed for the Authority. The GIS Manager is responsible for implementing the Authority's enterprise GIS by coordinating all projects, tasks and work requests required to develop and maintain the Authority's GIS. The GIS Manager will need to provide leadership, experience, is an effective communicator, and has experience as a project lead for complex IT applications.

POSITION ROLES & RESPONSIBILITIES

Develop and maintain a 3 year master plan for implementing an enterprise GIS.

Develop, prioritize and manage GIS projects and tasks that support the Authority’s GIS needs.

Schedule team member day to day workload consisting of, but not limited to, efficiently completing “time-line defined” customer service projects, information maintenance work, layer creation, modifications and enhancements, ArcGIS application development, research & technology evaluations, technology support, and client consultation.

Provide technical advice and problem solving support to staff.

Lead and develop GIS workflows and procedures.

Manage the enterprise GIS operations including business development and policies.

Develop and chair committees and/or working groups to collaboratively develop GIS management policy, project prioritization, resource needs with stakeholders.

Maintain effective communication with staff and management including presenting GIS Program status.

Manage GIS infrastructure (e.g., ArcGIS for Server, Portal for ArcGIS, SQL Server geodatabases).

Manage projects that implement new systems, software applications, hardware additions and hardware

maintenance.

Manage software licenses, and maintenance.

Develop and maintain GIS Website, GIS portal and applications.

Research and stay current with latest GIS & information technology advancements.

Develop and Implement data standards and quality control processes.

Integrate GIS with business application including CAD and develop time saving applications.

Assist as needed with the maintenance of GIS data as required.

Manage client support and information technology solutions development.

Provide staff training (e.g., seminars, technical courses, conferences) when necessary to maintain or improve the level of customer service or promote increased revenues.

Develop and/or maintain staff job specifications to reflect the most up-to-date and required technical skills. Ensure that staff are granted all options to upgrade or maintain these skills.

Provide recommendations and supportive documentation to senior management prior to initiating any HR related action.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- BS Degree in Geography, Computer Science or related field
- Enterprise GIS experience preferably with a local government
- Of experience with GIS/ESRI software specifically: • ArcGIS for Server • ArcGIS for Desktop • Portal for ArcGIS • ArcGIS Online • Enterprise geodatabase (ArcSDE) • License Management and maintenance • Manage client support and information technology solutions development • Research and stay current with latest GIS & information technology advancements. • Develop and maintain the GIS web site and applications • Working knowledge of local government models, templates, data modeling, python and ArcGIS scripting
- Experience integrating ArcGIS with AutoCAD and vice versa

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of AutoCAD and AutoCAD Civil 3D
- Knowledge of FAA policies, regulations, Standard Operating Procedures and Airport GIS
- FAA AGIS-IDLE training
- Knowledge of Microsoft SQL Server
- Working knowledge of Asset Management (Cityworks asset management preferred)..

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JOB POSTING

Guest Experience Representative

POSITION OVERVIEW

Reporting to the Guest Services Supervisor, the Guest Experience Representative (GER) Performs informational and referral duties to assist the public in locating and/or accessing various services provided by Tampa International Airport and other community agencies. Performs informational and referral duties to assist guests while anticipating and responding to their needs to enhance the overall guest experience at Tampa International Airport.

POSITION ROLES & RESPONSIBILITIES

Provides information and assistance to Airport guests concerning the use of the facility, available services, local attractions, and flight information.

Provide direction and assistance to incoming international passengers in the Federal Inspection Station and formulates detailed reports to Aviation Authority staff on significant observations. Follow up on reported issues to ensure that the problem has been corrected.

Conducts educational walking tours of the Airport terminal for schools, groups, and community organizations.

Conducts educational bus tours of the airfield for school groups and community organizations.

Monitors escalators, elevators, shuttle cars, and the monorail system concerning accidents and outages.

Provides VIP tours as necessary.

Acts as an official representative of the Aviation Authority at school fairs, festivals, and community functions. Maintains a booth or display, providing literature and promotional items.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of customer service experience in a public contact capacity.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of Airport and community resources and available information and service sources.
- Working knowledge of office practices and procedures.
- Skill in making presentations to groups.
- Ability to deal courteously and effectively with the public.
- Ability to communicate effectively both orally and in writing.

- Ability to organize and maintain files and records.
- Ability to operate general office equipment.
- Ability to work effectively with others.

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Human Resources Business Partner (Employee Events & Recognition)

POSITION OVERVIEW

Under the supervision of the Director of Human Resources, the Human Resources Business Partner will function as an administrative support resource, technical data analyst, and cooperative Human Resources team member providing the best customer service, with specific knowledge of the administration activities of a Human Resources department. The core responsibility of the Human Resources Business Partner is providing information to employees regarding policies and procedures as well as providing general administrative and project support to the Director of HR and the HR staff.

POSITION ROLES & RESPONSIBILITIES

Provides overall administrative and project support to the HR department, including processing documents, records requests, data collection and maintenance of physical and electronic personnel records.

Triages incoming HR requests, responds to employee questions, and escalates more complex issues to the appropriate HR subject matter expert (SME).

Complete cross training across all HR disciplines to provide functional overflow support for high-volume periods in benefits, recruiting, training and development, innovation, employee relations, and general HR.

Provides support to for recruiting by posting jobs, scheduling interviews, pre-screening applicants, processing new hire information.

May be responsible for full cycle recruitment of some positions.

Assists with projects such as; annual HR events, employee communications, and Authority-wide meetings.

Input, review, and format human resources data for entry into the HRIS which impact data maintenance, including mass data updates.

May assist in maintenance, troubleshooting and design of HRIS upgrade and other HR computer applications and systems.

Processes requisitions, purchase orders, expense reports, and invoices for the Human Resources department.

Maintains discretion in matters of confidentiality.

Establish strategic relationships across like-agencies such as public-sector and airports.

Conduct research and maintain HR benchmarking reports and dashboards to facilitate HR strategic decision making and recommendations to senior leadership team.

Create and run ad hoc reports from HRIS using knowledge of HR disciplines to review and ensure data integrity.

Facilitate documentation and maintenance of Standard Procedures guide for all HR disciplines.

Analyzes current policies and procedures in contrast to benchmarks and provides comparative data to support strategic decision making.

Provides investigative support for employee and labor relations matters.

Serves as a Hearing Officer for pre- disciplinary hearings.

Performs system maintenance as needed and ensures accuracy of data in compensation system.

Supports system maintenance and ensures accuracy of data in applicant tracking system.

Other duties as assigned.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Human Resources, Business Administration, or another related field.
- Three (3) years Of experience as an HR Generalist, HR coordinator, or HR specialist.

LICENSES AND CERTIFICATIONS

- PHR or SHRM-CP Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Oracle E-Business Suite or other comparable HRIS
- Knowledge of the principles and practices of human resource administration.
- Knowledge of human resource processes and transactions
- Knowledge of Federal, State, and local laws and regulations affecting human resource management.
- Ability to conduct research, collect and interpret data and compile statistical reports.
- Ability to interpret and apply human resource rules, regulations, and laws.
- Ability to schedule, and coordinate recruiting activities.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Ability to multitask while maintaining accurate and timely deliverables.
- Advanced level of skill set using Microsoft office products such as Outlook, Word, Excel, and PowerPoint.

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JOB POSTING

HVAC Maintenance Leader

POSITION OVERVIEW

Performs supervisory duties involving maintenance, repair, and construction of buildings, grounds, or roadways, and related systems and equipment to enhance and maintain assets at a prescribed standard.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of skilled and unskilled trades and maintenance personnel engaged in the construction, repair and maintenance of buildings, grounds, or roadways, and related systems and equipment by planning, scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches as necessary for maintenance personnel to properly perform work assignments.

Determines, schedules and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Answers questions and provides information related to work assignments including resolving problems, handling complaints and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of work experience in construction, maintenance, or the skilled trades; including One year of experience in a supervisory capacity.
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.

- Working knowledge of equipment, tools, and materials used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Some knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Skill in supervising and performing routine repairs, maintenance, or construction of buildings, grounds, roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to plan, organize and supervise the work of others.

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JOB POSTING

HVAC Maintenance Supervisor

POSITION OVERVIEW

The ideal candidate for this position is highly skilled in the installation, troubleshooting and repairing of industrial HVAC systems typically found in a large industrial facility such as an airport. Experience working on more than one of the following systems is preferential: chiller plant operation, operation and repair of automated building controls system, strong knowledge of mechanical codes, and project inspection. Senior level skills required to carry out duties which include estimating materials and determining equipment needs to perform repairs or installation of new mechanical equipment; prioritization of work to ensure sensitive issues are addressed first, providing OJT for junior technicians and supervision of them on larger projects; supervision of contractors and project inspections. This position requires exceptional customer service skills for interacting with tenants, customers, and in-house employees to resolve their temperature concerns. This person must be flexible and adaptable to changing priorities. This position will be required to work nights, weekends, and holidays and requires being available to be contacted by cell phone after hours to coordinate any emergency issues.

POSITION ROLES & RESPONSIBILITIES

Completes senior level work and/ or supervises skilled and unskilled trades and maintenance personnel engaged in the construction, repair and maintenance of mechanical systems in an industrial facility.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches as necessary for maintenance personnel to properly perform work assignments.

Determines, schedules and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Answers questions and provides information related to work assignments including resolving problems, handling complaints and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

This position requires the ability to work shifts; nights, weekends and holidays.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate;
- of work experience in construction, maintenance, or the skilled trades; including One year of experience in a supervisory capacity.
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of accepted methods, practices and procedures used in the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
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IT Project Manager

POSITION OVERVIEW

Reporting to the Manager of the Project Management Office, this position is responsible for managing and coordinating technical and business resources involved in technology systems analysis, development, coordination, implementation and documentation of new or existing information systems to ensure effective systems controls are in place to support business operations.

POSITION ROLES & RESPONSIBILITIES

Prepares project plans and schedules to include coordinating requirements, tasks, work assignments, and resources to ensure project integrity.

Oversees the preparation of project objectives and system development requirements.

Ensures that project goals and benefits are accomplished and in line with business objectives.

Assigns duties and responsibilities to project team.

Supervises a team of technical and functional personnel engaged in the performance of highly complex systems and/or programming project activities.

Participates directly in project development, as required.

Provides leadership, technical guidance and conducts training to ensure the success of projects.

Monitors activities performed by the project team to insure all products and documentation meet departmental standards.

Develops plans for testing and implementing systems and monitors those processes to ensure desired results are achieved.

Evaluates project performance through the review and preparation of project phase reviews and status reports.

Continuously improves and updates existing project management documentation and processes.

Assists with the functions of the Project Management Office

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or University with a major in Computer Science, Business, Management, or other related degree
- Of project management experience

LICENSES AND CERTIFICATIONS

- Certified Project Management Professional (PMP)-PMI Required
- DL NUMBER - Driver License, Valid and in State Required

PREFERRED QUALIFICATIONS

- Preference will be given for experience working in a Strategic Project Management Office and experience working with a Project Portfolio Management system.

KNOWLEDGE, SKILLS & ABILITIES

- Strong leadership, team-building, employee engagement, consensus-building, analytical and issue resolution skills.
- Knowledge of project management (PM) methodology and experience with major defined PM approaches.
- Significant knowledge of project planning/scheduling tools with practical application
- Ability to establish and maintain effective working relations with others within and outside own organization.
- Effective influencing and negotiating skills in and environment where you do not directly control resources
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to prepare effective training materials and conduct training classes.
- Results-driven and decisive with an ability to execute plans that are operationally sound.
- Strong interpersonal and communication skills, expertise in setting and managing customer expectations.
- Ability to effectively balance multiple high priority tasks simultaneously.
- Strong knowledge and understanding of business needs, with the ability to establish and maintain a high level of customer trust and confidence.

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ITS Applications Analyst

POSITION OVERVIEW

The ITS Applications Analyst will provide functional and technical support to end users with enhancements, issues, and projects relating to Oracle e-Business applications. They will also be responsible for responding to, documenting, and resolving service tickets in a timely manner according to our SLA. The ITS Analyst will perform root cause analysis, develop checklists for typical enhancements and problems and recommend procedures and controls. This position will support multiple applications and/or modules in Oracle e-Business and support interfaces and Cloud Services. This position may require independent work, partnering with consulting resources, sharing information, and assisting others with work orders. This hybrid position requires you to work at least three (3) days or more on-site in the office based on business needs.

POSITION ROLES & RESPONSIBILITIES

Work with Business Users on understanding and analyzing business problems

Communicate and recommend new functionality to address system gaps and/or software releases

Troubleshoot software issues and identify root causes of problems

Plan application system upgrades, new releases and assist with migrations

Work with team, consultants, and software vendor to identify and resolve software defects and provide bug fixes

Design and document functional applications enhancements and technical integration/reports to support expanded functionality and technological development

Stay current with the technology industry and market trends, and determine their potential impact on the enterprise.

Document and troubleshoot service tickets and maintain ownership through the ticket lifecycle

Adhere to the Authority Change Management process around the application life cycle

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Computer Science or a related field of study.

PREFERRED QUALIFICATIONS

- Experience supporting Oracle e-Business Suite 12.1.x and 12.2.X with the ability to create, update, deploy and review functional and technical capabilities and documents.

KNOWLEDGE, SKILLS & ABILITIES

- Strong Functional (Setup, Configure and Support Business) experience around Oracle E-Business (EBS) 12.1.X and 12.2.X.
- Experience leading Business Users through Financial, Procurement, and HR out-of-the-box functionality to support proof of concepts and new capabilities.
- Experience with functional migrations to production.
- Knowledge with different stages of testing (Unit, System, Integration, Acceptance, etc.) to track and resolve application defects.
- Experience with support ticket system and support ticket management lifecycle
- Familiarity with SQL and PL/SQL Languages.
- Knowledge of interfaces tables, APIs/Packages, base tables, and seeded workflows in Oracle modules.
- Experience as a project lead to support design, development, and deployment of key functionality.
- Knowledge of change management process around the application life cycle.
- Strong analytical and critical thinking skills.
- Proficiency using Visio, SharePoint, and Office products.
- Ability to learn multiple systems and processes
- Ability to provide professional responses (verbal and written) in English
- Problem solver ability to dig into the details of what is happening to determine root cause
- Ability to multitask with changing priorities while keeping focus on current task
- Excellent organizational, planning and project management skills
- Strong SQL and PL/SQL experience, Oracle Forms, and Reports.

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ITS Desktop Technician I

This entry-level position is designed to train the incumbent to perform IT technical work on projects of limited scope and complexity. Employees in this class are expected to support the resolution of basic work problems and tasks under some supervision in one or more areas: Desktop support, peripheral support, mobile device support, application support, airline common use hardware and software support, and network support. This position will be engaged in professional work which is developmental in nature in the ITS (Information Technology Services) Department, including basic technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority. Work requires creative and original thinking and is performed under the leadership of more senior ITS staff. A highly customer service-driven approach is required. This role will report to the ITS Senior Manager of Client Support Services.

POSITION ROLES & RESPONSIBILITIES

- Provide operational and technical support to clients relating to firm equipment.

  Manage ongoing maintenance and deployment of new hardware and software for the device life cycle.

  Monitor and update service requests and incidents within the IT Service Management (ITSM) tool.

  Provide on-site service support, installation, and configuration with PCs, smart devices, telephony, and network solutions.

  Act as an escalation point to the Tier 1 group regarding any application – or hardware–related inquiry or issues relating to Microsoft Office, Windows OS, Citrix-based solutions, and smart devices.

  Imaging of desktop and laptop computers—knowledge of System Center Configuration Manager (SCCM) is a plus

  Provide setup, configuration, and troubleshooting of video conferences for internal and external meetings.

  Prepare workstations, including the setup and configuration of laptops and desktops.

  Interface with hardware vendors to facilitate repair and installation

  Continually evaluate opportunities to improve efficiency and effectiveness when resolving issues

  Answer helpdesk phone calls to assist clients

  Support and maintain user account information, including rights, security, and systems groups

  Setup, configure, and provide maintenance to corporate devices

  Document, maintain, upgrade, and replace hardware and software systems for desktop and peripheral equipment

  Maintain, analyze, troubleshoot, and repair computer systems, hardware and computer peripherals, including mobile devices

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- of applicable information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Preferred
- CompTIA Network+ Certification Preferred
- MCDST - Microsoft Certified Desktop Support Technician Preferred

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ITS Desktop Technician II

POSITION OVERVIEW

This position will be engaged in professional desktop and field support work which is tier 1 to tier 2 in nature in the ITS (Information Technology Services) Department including intermediate technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on field and desktop related projects of limited scope and complexity. Employees in this class are expected to support the resolution of intermediate work problems and tasks under limited supervision in one or more of the following areas: service desk support, desktop and peripheral support, mobile device support, application support and network support. Work requires creative and original thinking and is performed under the direction of more senior ITS staff. A highly customer service driven approach is required. This role typically reports to the ITS Client & Field Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates intermediate knowledge in at least one of the departmental section disciplines: network management, desktop management, mobile device management, server management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated intermediate proficiency in at least one of the following core competencies: analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Of information technology experience in intermediate user support of desktops, applications, mobile devices, printers, peripherals and cabling.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Microsoft Certified Professional Required
- Florida Driver's License or Florida Commercial Driver's License and endorsement Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems and related software applications. Recommends changes to improve operational efficiencies.
- Advanced skills in managing personal daily activities and tasks for self.
- Advanced skills in the use and application of reference materials to support resolution of basic and intermediate desktop issues.
- Advanced skills in the application of theory in desktop
- Advanced skills in applying new technologies, soft skills and procedures.
- Ability to mentor teammates; work within teams to achieve success with others
- Ability to prepare and deliver effective section-level presentations at various levels.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience and courtesy at all levels of the organization.
- Ability to assist other personnel with training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for current role.
- Ability to understand and follow specific instructions, priorities, policies and procedures.
- Intermediate knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of systems analysis, development, project planning, and documentation methods and standards.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others
- Advanced ability to understand and troubleshoot the currently supported Windows operating systems
- Advanced skills in troubleshooting Microsoft Office products
- Advanced skills in desktop software installation
- Advanced Skills in problem documentation
- Ability to enhance and utilize the problem knowledge base
- Under supervision, installs and repairs desktop hardware and software, as well as peripherals and cabling
- Assists a more senior team member in performing technical support in a formal or informal Service Desk settings to end users with common hardware and software problems, which includes logging, troubleshooting, resolving and escalating issues to the appropriate ITS resources.
- Intermediate skill in managing personal daily activities and tasks for self.
- Intermediate skill in use and application of reference materials to support resolution of standard problems.

- Intermediate skill in the application of theory in resolving problems.
- Intermediate skill in applying new technologies, soft skills and procedures.
- Ability to take ownership of, and support resolution of, standard problems.

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JOB POSTING

ITS Network Engineer

POSITION OVERVIEW

The ITS Network Engineer is responsible for the management and maintenance of the Authority switches, routers, firewalls and associated components, to ensure successful, reliable daily operations of all Airport computerized network systems, as well as the planning and implementation of near and long-term strategies for the network environment.

POSITION ROLES & RESPONSIBILITIES

Provides primary hardware and operating system support for the Authority's network infrastructure including but not limited to routers, firewalls, switches, wireless AP's and wireless controllers.

Troubleshoots network outages quickly to ensure desired uptimes.

Performs Cisco IOS upgrades and standard patching using Cisco Prime LMS.

Monitors network devices using various tools such as Cisco Prime LMS, SolarWinds, and Cisco Prime Infrastructure.

Experience with fiber and copper cable plants.

Communicates with various departments and Authority customers on scheduled maintenance downtimes using change management procedures.

Experience preferred with Cisco Unified Communication Manager and unity connection providing telephony services for customers ensuring constant availability of phone and voice mail services.

Provides network support for Authority customers according to current service level agreements.

Works on projects related to network equipment installs and upgrades.

Complies and enforces IT security policies including PCI compliance.

Documents all network changes and additions.

Coordinates with network & telecom teams on all moves, adds, changes as they relate to network and VoIP systems.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Information Systems or Technology field
- High School Diploma/GED Graduation from high school or possession of a GED certificate and three years of the above experience may be substituted for the degree requirement.
- hands-on experience in a networking environment implementing and supporting switches, routers and firewalls at a systems engineering level in a complex and diverse environment (i.e., corporate data center); current Cisco Certified Network Professional (CCNA) certification or higher.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CCNA - Cisco Certified Network Technician Cisco Certified Network Professional (CCNA) certification or higher. Upon Hire Required
- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of data center design and network architecture in a data center.
- Strong knowledge of Cisco switching environments
- Strong knowledge of Cisco routers, Wireless, and Voice over Internet Protocol
- Strong knowledge of IP schemas and subnetting
- Strong knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of data center configuration and operational support methodology.
- Knowledge of device monitoring through tools such as Cisco Prime LMS, Solar Winds, and Cisco Prime Infrastructure
- Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.
- Some Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, and NAS.
- Knowledge of Cisco Unified Communication Manager
- Willingness to learn, research and support new technologies
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Advanced skill in the use and application of reference materials to support the resolution of standard problems.
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to take ownership of, and support the resolution of, standard problems.

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JOB POSTING

ITS System Administrator

POSITION OVERVIEW

This position will be engaged in professional information technology work installing and configuring systems, installing server hardware and software, as well as maintenance and repair of issues with various system hardware and software. The work is tier 2 to tier 3 in nature in the ITS (Information Technology Services) Department and includes basic to intermediate server and system technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on server and system related projects of limited scope and complexity. Employees in this class are expected to support the resolution of basic to intermediate work problems and tasks under close supervision in one or more of the following areas: servers, systems, storage, software and peripherals as well as to act as an escalation point for issues not able to be resolved by lower tiers. Work requires creative and original thinking and is performed under the direction of more senior ITS staff. A highly customer service driven approach is required. This role typically reports to the ITS Infrastructure Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates basic to intermediate knowledge in at least one of the departmental section disciplines: server management, system administration, network management, desktop management, mobile device management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated basic to intermediate proficiency in at least one of the following core competencies: analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective

communication.

Performs basic setup, installation, and configuration of the operating system (including hardware and software) and assists with the setup, installation, and configuration of new software releases and upgrades.

Creates and manages user directories and files on the server platforms.

Monitors, diagnoses and resolves common operating system problems

Assists with the troubleshooting, maintenance and repair of operating systems and applications.

Assists with backup and recovery processes

Assists with the evaluation and recommendation of various software and hardware solutions to meet user needs.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Of information technology experience in basic to intermediate support of servers, systems, software, peripherals and storage technology.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Florida Driver's License Required
- CDL - Group A - Commercial Drivers License Florida Commercial Driver's License Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Microsoft Windows Server environments, preferably 2012R2, 2016.
- Knowledge of server virtualization technologies, preferably VMware versions 6.0 and 6.5.
- Knowledge of backup/restore technologies and products, preferably NetBackup
- Knowledge of Microsoft Windows Server Clustering.
- Knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of data center configuration and operational support methodology.
- Knowledge of Active Directory management, including but not limited to, Group Policy administration, replication, and user/group permissions.
- Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.
- Some Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, and NAS.
- Some knowledge of Red Hat Enterprise Linux Version 6 or Version 7.
- Willingness to learn, research and support new technologies
- Willingness to support critical systems after normal working hours.
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Ability to collect, organize and evaluate data and make logical decisions.

- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Assignment to work a variety of work schedules including compulsory work periods in a special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Intermediate skill in managing personal daily activities and tasks for self.
- Intermediate skill in the use and application of reference materials to support the resolution of standard problems.
- Intermediate skill in the application of theory in resolving problems.
- Intermediate skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with training in new technologies.
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JOB POSTING

ITS Systems Engineer

POSITION OVERVIEW

This position will be engaged in professional information technology work installing and configuring systems, installing server hardware and software, as well as maintenance and repair of issues with various system hardware and software. The work is tier 2 to tier 3 in nature in the ITS (Information Technology Services) Department and includes advanced server and system technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on server and system related projects of advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks under no supervision in one or more of the following areas: servers, systems, storage, software and peripherals as well as to act as an escalation point for issues not able to be resolved by lower tiers. Work requires creative and original thinking and is performed under the direction of more ITS management. A highly customer service driven approach is required. This role typically reports to the ITS Infrastructure Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines:
server management, system administration, network management, desktop management, mobile device management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated advanced proficiency in at least one of the following core competencies:
analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective

communication.

Performs basic setup, installation, and configuration of the operating system (including hardware and software) and assists with the setup, installation, and configuration of new software releases and upgrades.

Creates and manages user directories and files on the server platforms.

Monitors, diagnoses and resolves common operating system problems

Assists with the troubleshooting, maintenance and repair of operating systems and applications.

Assists with backup and recovery processes

Assists with the evaluation and recommendation of various software and hardware solutions to meet user needs.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Or more years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Advanced Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Required
- CDL - Group A - Commercial Drivers License Required
- 's License and endorsement, if any. Required

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of server virtualization technologies, preferably VMware versions 6.0 and 6.5.
- Strong knowledge of backup/restore technologies and products, preferably NetBackup
- Strong knowledge of Microsoft Windows Server Clustering.
- Strong knowledge of Red Hat Enterprise Linux Version 6 or Version 7.
- Strong Knowledge of vulnerability identification/remediation techniques and applications.
- Strong Knowledge of data center configuration and operational support methodology.
- Strong Knowledge of Active Directory management, including but not limited to, Group Policy administration, replication, and user/group permissions.
- Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.
- Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, and NAS.
- Ability to dismantle, replace components and reassemble servers.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.

- Willingness to learn, research and support new technologies
- Willingness to support critical systems after normal working hours.
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Assignment to work a variety of work schedules including compulsory work periods in a special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Advanced skill in managing personal daily activities and tasks for self.
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- Advanced skill in the application of theory in resolving problems.
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with training in new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
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JOB POSTING

Junior Information Security Analyst

POSITION OVERVIEW

This position requires a motivated, fast learner who can work within key vulnerability and security information event management functions to identify, analyze, and remediate potential environmental threats. The candidate will require security industry knowledge that evolves with current and emerging vulnerabilities and threats and an ongoing understanding of key business and technological processes. This position will report to the Sr. Security Manager. In this role, you will perform key client-facing managed security services activities, including identification of assets, scanning for infrastructure and application vulnerabilities, and security monitoring. In addition, you will conduct investigations and perform analyses of events to thwart internal and external threats to the environment.

POSITION ROLES & RESPONSIBILITIES

Assist in establishing a mature and optimized Security Operations Center discipline to support managed security services focused on client-facing vulnerability and security information event management engagements.

Identify and remediate infrastructure and application vulnerabilities identified in continuous scanning and regular penetration testing exercises and assist with risk prioritization.

Analyze and respond to security threats from Firewall (FW), Antivirus (AV), Endpoint Detection and Response (EDR), Network Detection and Response (NDR), Email Security, Cloud Security, and other security threat data sources.

Respond to clients promptly with thorough and concise analysis and recommended actions.

Document actions in cases to effectively communicate information to internal and external stakeholders and for historic retrieval.

Resolve problems independently and understand escalation procedures.

Conduct scanning and monitoring activities to provide in-depth visibility into potential known and unknown vulnerabilities and threats that may pose a risk.

Utilize analytics to identify potential vulnerabilities and threats to the environment.

Detect, respond, mitigate, and report cyber threats/incidents that may impact the environment.

Act as an internal information security consultant to the business and technology units, advising on risks, threats, and control practices related to SOC - Assurance and Response.

Assist in development and knowledge sharing within the team.

Assist in security console tuning.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree
- Of experience in cyber security or related field
- Of experience in the IT Field

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- Microsoft Required
- SANS Required
- EC-Council Certified Security Analyst Required
- Cisco Required
- ISACA Required
- (ISC)2 Required

KNOWLEDGE, SKILLS & ABILITIES

- Desire to work in SOC, Vulnerability Management, Security Information Event Management, Threat Hunt, or Threat Intel team- long-term.
- Critical thinking and problem-solving skills
- Passion for information security
- Strong interpersonal and organizational skills
- Experience with Vulnerability Management technologies
- Experience with Security Information Event Management technologies
- Practical experience with TCP/IP networking
- Working knowledge of Routing and Access Control Devices
- Experience with Linux, Windows, iOS, and Network Operating Systems
- Experience with Endpoint and Network Detection Response technologies
- Experience with Cloud Security configuration best practices
- Desire to pursue industry-related certifications

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JOB POSTING

Landscaping Maintenance Leader

POSITION OVERVIEW

This is a skilled Lead Worker position requiring working knowledge of interior plants, live foliage, greenhouse operations, propagation and managing plant stock. The ideal candidate for this position should have a minimum of three years' experience working in a greenhouse, nursery or interior landscape operation. This position will be required to assign work and lead those individuals working within the Interior Landscape section. Administrative duties include estimating materials and determining operational needs to perform tasks; performing employee training; address employee issues to include coaching and employee support; assist with providing performance evaluation information; and time clock management. The individual is required to have working knowledge of Microsoft Office and Oracle computer software; ability to communicate effectively both verbally and in writing; ability to make decisions and prioritize work; provide outstanding customer service; and the ability to work with Airport tenants in a professional manner.

POSITION ROLES & RESPONSIBILITIES

Leads workgroup effort in designing, installing and managing interior landscaping to include constant displays throughout the Main Terminal and Airsides.

Works with other Departments regarding plant arrangements and setups for special events.

Trains, schedules and provides oversight of employees in interior landscaping practices and greenhouse operations.

Proactively seeks out floral and plant arrangements that enhance the ambiance of interior spaces at Tampa International Airport.

Works with the Landscape Maintenance Superintendent to provide annual performance review information and employee issues for those individuals working in interior landscaping.

Provides ongoing communications with other Authority Departments and Airport Stakeholders and serves as lead coordinator for arranging setup requests.

Performs related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience working in a greenhouse, nursery or interior landscape.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of growing flowers, interior plants, live foliage, and palms.

- Working knowledge of plant identification, problems and insects.
- Working knowledge of Microsoft Office and Oracle computer software.
- Working knowledge of the functions, services and procedures of the Landscape Maintenance Section.
- Some knowledge of the laws and regulations governing insecticide use.
- Ability to work effectively with others.
- Working knowledge of greenhouse operations, propagation and managing plant stock.
- Ability to communicate effectively both orally and in writing.
- Ability to organize information into a logical presentation format.

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JOB POSTING

Landscaping Maintenance Supervisor

POSITION OVERVIEW

The ideal candidate for this position has extensive operational experience in parks and grounds landscape work from more than one discipline (maintenance, installation, pest control, sports turf, etc.). Individual will perform landscaping supervisory duties to include inspection of airport property for issues needing attention and planning associated landscaping work. Administrative duties include estimating materials and determining equipment needs to perform tasks; coordinating employee training; supervising personnel to address employee issues to include coaching and employee support; performance evaluations; time clock management; and construction project coordination. Individual should possess ability to use computer software for a variety of tasks, excellent verbal and written communication skills, and strong ability to make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Oversees the activities of skilled trades and maintenance personnel engaged in the construction, repair and maintenance of buildings, grounds, or roadways, and related systems and equipment.

Develops, analyzes and updates maintenance policies and procedures to ensure an efficient, effective and safe work environment.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches necessary for maintenance personnel to properly perform work assignments.

Determines, schedules and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Requisitions equipment, tools and materials in a timely manner to ensure maintenance and construction schedules are met.

Assists in developing contract specifications and overseeing the performance of contracts in assigned area to ensure construction and maintenance requirements are satisfied and services are completed in accordance with specifications.

Answers questions and provides information related to work assignments including resolving problems, handling complaints and providing technical expertise in area of assignment.

Prepares and maintains manual and computerized reports, records and logs related to the work performed, and materials, equipment and supplies used to provide an audit trail of activities.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Construction Technology or an Engineering Technology
- Of work experience in construction, maintenance, or the skilled trades; and including Two of which must have been in a supervisory capacity.
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations and operational requirements of the organization to which assigned.
- Working knowledge of accepted methods, practices and procedures used in the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools and materials used in the construction, repair and maintenance of buildings, grounds and roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of laws, ordinances, rules, regulations and standard operating procedures related to the construction, repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance or construction of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of building, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams and drawings.
- Ability to plan, organize and oversee the work of others.

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JOB POSTING

Lead Application Developer

POSITION OVERVIEW

The Lead Application Developer will be responsible for directing efforts to design, develop, implement and support HCAA business requirements and applications, integrations, reports, and dashboards. In addition, the Lead Application Developer will be responsible for the tasking schedule and assignments, mentorship and guidance of the Application developers, and coordination of effective communication between development team members and other IT Functional areas. This position will be responsible for interpreting functional requirements, ensuring technical specification and design documentation, development and unit testing, adherence to SDLC and change management processes, data migrations and archiving, configuration and support of integrations to third-party products and cloud applications, as well as provide support, fixes, and enhancements to existing HCAA applications and products. The Lead Application Developer must be skilled at analyzing the business and technical requirements of HCAA and determining best practices and development and implementation of the solution. They will work closely with the Technical Architect to ensure the HCAA ITS architecture guidelines, processes, and standards are followed.

POSITION ROLES & RESPONSIBILITIES

Define and maintain best practices and standards for software development.

Gather and analyze business requirements, prepare technical design and specification documents and perform code reviews.

Direct the development team's day-to-day activities, including assigning and tracking development tasks, mentoring, and guidance.

Build and execute test plans and scripts and participate in unit testing.

Develop custom applications, interfaces, reports, dashboards, and data visualizations per functional requirements.

Setup and support integrations to third-party applications and services as required.

Communicate status of projects and issues to department management and business sponsors as they relate to the development process

Coordinate technical design and solution reviews with the Technical Architect.

Research external software solutions and contribute to the final selection of applications

Understand and implement version control, establish the structure and process, and ensure proper labeling, versioning, and deployment of best practices to check in both source code and database deployments.

Administration and support custom and third-party applications, interfaces, integrations, reports, and dashboards.

Other duties as assigned.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- BA/BS in Computer Science or related field.
- Of Application development experience in C#, .NET , VB, SQL, PL/SQL, JavaScript, Python, HTML, CSS, Web(HTTPS(s), JSON)
- Of experience working with databases like Oracle, SQL-Server, MySQL, PostgreSQL, Hadoop, MongoDB or Couchbase
- Of Reporting and Dashboard development experience using PowerBI, SSRS, SplashBI, OBIEE, and similar tools.
- Of experience working with ERP systems like Oracle EBS and SAP
- Of experience with supporting integrations and tools like OIC, FME-Safe
- Of experience working with cloud-based software applications and Cloud platforms like AWS, OCI, Azure
- Of experience directing work of technical staff, including external consultants

KNOWLEDGE, SKILLS & ABILITIES

- Ability to prepare and deliver an effective presentation at various levels
- Ability to establish and maintain effective work relationships with other ITS teams and business partners.
- Ability to communicate effectively, both verbally and in writing, with all levels of the organization
- Ability to mentor, train, and coach team members

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JOB POSTING

Lead Common Use Analyst

POSITION OVERVIEW

This position will be engaged in professional desktop and Common Use field support work which is tier 3 in nature in the ITS (Information Technology Services) Department including advanced technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on field and common use desktop related projects of advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks under little to no supervision in one or more of the following areas: desktop and peripheral support, mobile device support, application support and network support. Work requires creative and original thinking and is performed under the direction of more senior ITS staff. A highly customer service driven approach is required. This role typically reports to the Sr. Manager ITS Client & Field Services Manager. This position needs to lead by example as well as mentoring other team members. This position must think in a lead manner taking on specific projects and ensuring its success from beginning to end with projects within their field.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines: network management, desktop management, mobile device management, server management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated advanced proficiency in at least one of the following core competencies: analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective

communication.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Or more years of applicable information technology experience in advanced user support of desktops, applications, mobile devices, printers, peripherals and cabling.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Required
- CDL - Group A - Commercial Drivers License Florida Commercial Driver's License Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Advanced skills in managing personal daily activities and tasks for self.
- Advanced skills in the use and application of reference materials to support the resolution of basic and intermediate desktop issues.
- Advanced skills in the application of theory on desktop
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to mentor teammates; work within teams to achieve success with others
- Ability to prepare and deliver effective section-level presentations at various levels.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Intermediate knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of systems analysis, development, project planning, and documentation methods and standards.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others
- Advanced ability to understand and troubleshoot the currently supported Windows operating systems
- Advanced skills in troubleshooting Microsoft Office products
- Advanced skills in desktop software installation
- Advanced Skills in problem documentation
- Ability to enhance and utilize problem knowledge base software
- Ability to work with and develop lower level specialists on the Service Desk
- Assignment to work a variety of work schedules including compulsory work periods in a special, emergency, and/or disaster situations.

- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Under supervision, installs and repairs desktop hardware and software, as well as peripherals and cabling
- Assists a more senior team member in performing technical support in formal or informal Service Desk settings to end users with common hardware and software problems, which includes logging, troubleshooting, resolving, and escalating issues to the appropriate ITS resources.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with training in new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Ability to take ownership of, and support the resolution of, standard problems.

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JOB POSTING

Lead ITS Network Engineer

POSITION OVERVIEW

This position will be engaged in professional information technology work leading the Information Technology Services group with installing and configuring switches, routers, firewalls, and associated components to ensure successful daily operations of all Aviation Authority network systems. In addition, the position will be the primary point of contact in planning, designing, maintaining, and monitoring all aspects of the network infrastructure. The work is top-tier in nature in the ITS Department and includes advanced network services in information technology serving the Hillsborough County Aviation Authority organization. The incumbent is expected to perform technical work on network-related projects of the most advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks under no supervision in one or more of the following areas: switching, routing, network security, and act as an escalation point for issues not able to be resolved by lower tiers. Other team members will work under the day-to-day direction of this role. Work requires creative and original thinking and is performed under the direction of ITS management. A high customer service-driven approach is required. This role typically reports to the Enterprise Network Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines: routing, switching, data center, storage area networking, wireless, network security

Demonstrates job knowledge, quality, dependability, judgment, communications, and initiative, with demonstrated advanced proficiency in at least one of the following core competencies: analysis, design, planning, implementation, monitoring/controls, troubleshooting, and problem-solving

Demonstrates technical support that fosters commitment, team spirit, pride, and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment

Supports organizational change that fosters quality of service essential to high performance. Supports a shared vision and ability to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity

Shows initiative; manages and performs daily activities under the discipline of defined departmental business processes

Personally motivated self-study current trends and look at future trends to ensure the network architecture stays best in class

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively to peers and management, both verbally and in writing. Prepares and delivers occasional section-level presentations to various audiences using clear, concise, and effective communication

Design, build and implement functional network infrastructure (LAN, WLAN, WAN)

Ensure the continuous availability of all data network services

Mentor and train network operations team in the installation, configuration, and maintenance realm

Assists with the troubleshooting, maintenance, and repair of the network infrastructure

Investigate and remediate network capacity-related issues

Assists with the evaluation and recommendation of various network infrastructure solutions to meet needs

Functions in a highly customer service-driven manner

Performs other related work and duties as assigned or required

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Of leadership experience and ten or more years of information technology experience in advanced support of Networks and Network storage technology.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- Cisco CCIE is Strongly Preferred
- DL NUMBER - Driver License, Valid and in State Required
- CDL - Group A - Commercial Drivers License Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to guide and mentor peers toward professional success
- Ability to make key, long-term technology decisions for the greater good of the business
- Strong knowledge of data center design and network architecture within a data center
- Strong knowledge of routing protocols, including EIGRP and BGP
- Strong knowledge of packet trace and packet capture tools and usage
- Strong knowledge of Cisco Network Security devices ASA, Firepower, VPN
- Strong knowledge of Cisco Enterprise Switching, including VLAN, Spanning Tree, Dot1x
- L4-7 Service Experience (Cisco and Palo Alto Preferred)
- Strong Knowledge of data center configuration and operational support methodology
- Strong Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards
- Strong Knowledge of various storage system network technologies, including iSCSI and Fiber-Channel
- Ability to collect, organize and evaluate data and make logical decisions
- Ability to read and interpret architectural drawings about the design of data centers, server racks, cabinets, fiber, and copper infrastructure
- Ability to communicate effectively both orally and in writing
- Ability to work effectively with others
- Willingness to learn, research and support new technologies

- Willingness to support critical systems after normal working hours
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required
- Assignment to work various work schedules, including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members, and other ITS disciplines in performing technical support in a formal or informal ITS infrastructure setting.
- Advanced skill in managing personal daily activities and tasks for self.
- Advanced skill in using and applying reference materials to support the resolution of common problems.
- Advanced skill in the application of theory in resolving problems.
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with demanding customers and delivery of services.
- Ability to communicate effectively with peers and others, both verbally and in writing.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships inside and outside the work section.
- Ability to develop relevant job-related skills (s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Ability to take ownership of and support the resolution of standard problems.

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JOB POSTING

Lead ITS Support Specialist

POSITION OVERVIEW

This position will be engaged in professional work which is advanced in nature in the ITS (Information Technology Services) Department, including advanced technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. Employees in this class are expected to support the resolution of advanced work problems and tasks under no supervision in one or more of the following areas: service desk support, desktop and peripheral support, mobile device support, application support, and network support. Other team members will work under the day-to-day direction of this role. Work requires creative and original thinking and is performed under the direction of more senior ITS staff. A high customer service driven approach is required. This role typically reports to the ITS Service Desk Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines: network management, desktop management, mobile device management, server management, security management, incident management, audio-visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates advanced job knowledge, quality, dependability, judgment, communications, and initiative, with demonstrated advanced proficiency in at least one of the following core competencies: analysis, design, planning, implementation, monitoring/controls, troubleshooting, and problem-solving.

Demonstrates advanced technical support that fosters commitment, team spirit, pride, and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters quality of service essential to high performance. Supports a shared vision and can work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes advanced tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of advanced incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively to peers and management, both verbally and in writing. Prepares and delivers occasional section-level presentations to various audiences using clear, concise, and effective communication.

Functions in a high customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Of leadership experience and five or more years of relevant information technology experience in user support of desktops, applications, mobile devices, printers, peripherals, and cabling.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Required
- CDL - Group A - Commercial Drivers License Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to guide and mentor peers toward professional success.
- Advanced knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Advanced skills in managing personal daily activities and tasks for self.
- Advanced skills in using and applying reference materials to support the resolution of basic and advanced desktop issues.
- Advanced skills in the application of theory on desktop
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to mentor teammates; work within teams to achieve success with others
- Ability to prepare and deliver effective section-level presentations at various levels.
- Ability to use diplomacy in dealing with demanding customers and delivery of services.
- Ability to communicate effectively with peers and others, both verbally and in writing.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships inside and outside the work section.
- Ability to develop relevant job-related skills for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Advanced knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of systems analysis, development, project planning, documentation methods, and standards.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others
- Advanced ability to understand and troubleshoot the currently supported Windows operating systems
- Advanced skills in troubleshooting Microsoft Office products
- Advanced skills in desktop software installation
- Advanced Skills in problem documentation
- Ability to enhance and utilize the problem knowledge base
- Ability to work with and develop lower-level specialists on the Service Desk
- Willingness to learn, research and support new technologies
- Willingness to support critical systems after regular working hours.
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Assignment to work various work schedules, including critical work periods, particularly emergency and/or disaster situations.

- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs desktop hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members, and other ITS disciplines in performing technical support in formal or informal Service Desk settings to end-users with common hardware and software problems, including logging, troubleshooting, resolving, and escalating issues to the appropriate ITS resources.
- Advanced skill in managing personal daily activities and tasks for self.
- Advanced skill in using and applying reference materials to support the resolution of advanced problems.
- Advanced skill in the application of theory in resolving problems.
- Advanced skills in applying new technologies, soft skills, and procedures.

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JOB POSTING

Lead ITS Systems Engineer

POSITION OVERVIEW

This position will be engaged in professional information technology work leading ITS resources with installing and configuring systems, installing server hardware and software, as well as maintenance and repair of issues with various system hardware and software. In addition, the position performs full performance information technology work in planning, designing, developing and monitoring all aspects of the ITS infrastructure. The work is top tier in nature in the ITS (Information Technology Services) Department and includes advanced server and system technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on server and system related projects of the most advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks under no supervision in one or more of the following areas: servers, systems, storage, software and peripherals as well as to act as an escalation point for issues not able to be resolved by lower tiers. Other team members will work under the day-to-day direction of this role. Work requires creative and original thinking and is performed under the direction of ITS management. A highly customer service driven approach is required. This role typically reports to the ITS Infrastructure Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines:
server management, system administration, network management, desktop management, mobile device management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated advanced proficiency in at least one of the following core competencies:
analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.

Performs basic setup, installation, and configuration of the operating system (including hardware and software) and assists with the setup, installation, and configuration of new software releases and upgrades.

Creates and manages user directories and files on the server platforms.

Monitors, diagnoses and resolves common operating system problems

Assists with the troubleshooting, maintenance and repair of operating systems and applications.

Assists with backup and recovery processes

Assists with the evaluation and recommendation of various software and hardware solutions to meet user needs.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Of leadership experience and 10 or more years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Advanced Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Required
- CDL - Group A - Commercial Drivers License Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to guide and mentor peers toward professional success.
- Ability to make key, long-term technology decisions for the greater good of the business.
- Strong knowledge of data center design and server architecture in a data center.
- Strong knowledge of Microsoft Windows Server environments, preferably 2012R2, 2016.
- Strong knowledge of server virtualization technologies, preferably VMware versions 6.0 and 6.5.
- Strong knowledge of backup/restore technologies and products, preferably NetBackup
- Strong knowledge of Microsoft Windows Server Clustering.
- Strong knowledge of Red Hat Enterprise Linux Version 6 or Version 7.
- Strong Knowledge of vulnerability identification/remediation techniques and applications.
- Strong Knowledge of data center configuration and operational support methodology.
- Strong Knowledge of Active Directory management, including but not limited to, Group Policy administration, replication, and user/group permissions.
- Strong Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.

- Strong Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, and NAS.
- Ability to dismantle, replace components and reassemble servers.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to read and interpret architectural drawings with regard to the design of data centers, server racks, cabinets, and fiber and copper infrastructure.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Willingness to learn, research and support new technologies
- Willingness to support critical systems after normal working hours.
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Assignment to work a variety of work schedules including compulsory work periods in a special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Advanced skill in managing personal daily activities and tasks for self.
- Advanced skill in the use and application of reference materials to support the resolution of standard problems.
- Advanced skill in the application of theory in resolving problems.
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Ability to take ownership of, and support the resolution of, standard problems.

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Learning and Development Manager

POSITION OVERVIEW

The Learning and Development Manager is critical in the organization's employee recruitment, retention, growth, and succession. The right candidate will have a combination of corporate organizational learning and development experience and a desire to constantly elevate the function as a key partner in the organization's success. The Learning and Development Manager must be able to work functionally and think strategically while building out and then sustaining an unparalleled program. Innovation, outside-the-box thinking, technical knowledge, and ability will be part of the successful candidate's experience.

POSITION ROLES & RESPONSIBILITIES

Oversees the daily work of the Learning and Development Specialist(s).

Designs, develops, implements, and maintains the organization’s annual performance appraisal system. Makes recommendations on process and system enhancements to ensure a superior performance program that serves as a conduit of communication between supervisors and employees.

Recommends, develops, designs, implements, and maintains leadership and employee development programs to support the growth and retention of the organization’s workforce.

Conducts annual and semi-annual 9-box exercises to inform the leadership of workforce performance status and as one means of gathering data on employee development needs.

Oversees the development of e-learning courses, career plans, workshops, and other training modalities.

Design, Implementation, and Maintain Succession Planning

Collaboration with other departments to develop a content library that is functional, current, engaging, and understood as a core source of learning for the organization.

Provide departmental coaching to promote and sustain a positive culture.

Works closely with other HR workstreams to understand the employee life cycle as the basis for recommending process improvements and developing training on core HR processes.

Plays a critical role in developing and empowering individual leaders to support their efforts in developing their teams and future leaders.

Emphasizes the growth and development of the Learning and Development Specialist(s).

Conducts follow-up studies of all completed training to evaluate and measure results.

Is a champion of the organization’s values and finds creative ways to incorporate the values into all learning and development programs.
Stays abreast of multi-industry trends to ensure that TPA is the benchmark for other training organizations.
Consults with HR department leadership on annual budgeting.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Human Capital, Industrial Psychology, Training, Development, or related educational track.
- Implementing, utilizing, and maintaining learning management and performance management technology
- Delivering canned and custom program content to adult professionals
- Mentoring or leading a small team

LICENSES AND CERTIFICATIONS

- PHR or SHRM-CP Preferred
- Certified Professional in Training Management (CPTM) Preferred
- Certified Project Management Professional (PMP)-PMI Preferred
- CPLP - Certified Professional in Learning and Performance Preferred

PREFERRED QUALIFICATIONS

- Bachelor's Degree Human Capital, Industrial Psychology, Training, Development, or related educational track.
-

KNOWLEDGE, SKILLS & ABILITIES

- Advanced functional knowledge of content development tools such as Camtasia, Articulate, and Cornerstone
- Advanced functional knowledge of selection, implementation, utilization, and management of robust (canned and internally developed) learning content libraries.
- Advanced functional knowledge of core administrative solutions PowerPoint, Excel, Word, Teams, Box

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JOB POSTING

Maintenance Administrative Supervisor

POSITION OVERVIEW

Performs a variety of advanced administrative tasks, under general supervision, supporting Tampa International Airport's Maintenance and Planning and Development Departments. Supervises subordinate administrative staff.

POSITION ROLES & RESPONSIBILITIES

Performs a variety of advanced administrative, and confidential functions and duties supporting Maintenance and Planning and Development senior management.

Maintains calendars for department senior managers; schedules and coordinates appointments, reserves venue, coordinates attendees; assembles handout materials, slideshow presentations and equipment.

Prepares, proofreads and distributes correspondence, memos, spreadsheets, logs, invoices, Board documents and reports in final form, for approval or signature.

Reviews incoming postal mail, electronic mail, correspondence, and statements; forwards to senior management or other department staff.

Recommends improvements to administrative policies and internal workflow procedures, as needed.

Provides input on budgetary matters concerning office expenditures, such as equipment and supplies and monetary benefits, such as payroll and overtime.

Processes, coordinates and adjusts payroll, timekeeping, and leave requests for approval and signature.

Accesses, secures and monitors restricted, sensitive and confidential records or information to include but not limited to records involving- personnel, payroll, medical, performance or disciplinary.

Assists senior management by following-up on the status of time sensitive items within the department.

Takes and transcribes dictation verbally or from electronic sources; may take minutes, record and report meetings or proceedings for senior management.

Prepares and distributes outgoing electronic mail and correspondence on behalf of senior management; as authorized, may utilize an electronic signature or stamp for senior managers.

Provides supervision, guidance, training, and review the work of subordinate administrative/clerical and administrative/secretarial staff to ensure accuracy, completion, timeliness and corrective action, as needed.

Manages a maintenance work control program and supporting staff.

Meet with staff members or members of the public, on behalf of senior management or other professional

staff. Performs other related duties, as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Of administrative experience or an equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below
- Providing administrative assistance to the Maintenance or Planning and Development Departments at Tampa International Airport.

KNOWLEDGE, SKILLS & ABILITIES

- Must have an in-depth working knowledge of CityWork's work control system.
- Knowledge of policies, procedures, and rules of the Maintenance department function or operation.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the County with courtesy and professionalism.
- Ability to effectively lead or supervise lower-level administrative staff.

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JOB POSTING

Maintenance Contracts Manager

POSITION OVERVIEW

Manages maintenance contracts at Tampa International Airport and three general aviation airports. The contracts managed have significant visibility and impact to the Aviation Authority.

POSITION ROLES & RESPONSIBILITIES

Performs maintenance contract management work by managing, coordinating and monitoring assigned contracts.

Establishes administrative procedures and guidelines to ensure effective contract management outcomes.

Prepares contract work scope drafts, bid schedules, pay applications and other related documents for review. Creates and coordinates work schedules and controls resources to ensure timely completion of work.

Prepares and/or monitors contract budgets, monitors status of allocated funds and controls expenses.

Coordinates with other sections and departments to ensure efficient flow of communications and services.

Reviews and acts on contract management, administrative, and operational problems.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university
- Of maintenance contract management experience directly related to the position duties
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of contract management principles, practices, and objectives.
- Ability to effectively coordinate resources and manage these resources to a successful contract outcome.
- Ability to analyze the risks and future impact of decisions.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Ability to effectively utilize Microsoft Office and Oracle programs.
- Skill in developing tracking systems to monitor work progress.

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JOB POSTING

Manager, Airfield Operations Compliance

POSITION OVERVIEW

Reporting to the Senior Manager, Airfield Operations; this position is responsible for all assigned airfield activities of the Airport Certification Program relating to FAA, 14 CFR Part 139 regulatory compliance. This position will be accountable for self-inspection program, construction and maintenance coordination, and working with various government agencies. Additionally, this position is responsible for the administrative, supervisory and technical aspects relating to the regulatory compliance issues of the Operations department. The position will participate in incident/accident and special investigations as well as review proposed airport grant-in-aid program projects to ensure that proposed development to be accomplished will not compromise safety. This position will proactively coordinate and interact with airport tenants, outside government agencies, Authority leadership and departmental staff on matters influencing the operations within the air operations area to include airfield construction impacts and maintenance department work efforts.

POSITION ROLES & RESPONSIBILITIES

Inspects all runways, taxiways, ramps and the associated areas to ensure compliance with 49 CFR Part 139 and the Airport Certification Manual and to ensure conditions are safe for the continued operation of an aircraft.

Supports terminal ramp safety inspections, FOD inspections and other inspections as part of Tampa International Airport's safety management system.

Assists Airport Operations Managers with the coordination of daily airfield activities related to airfield maintenance work, airfield construction projects, aircraft and vehicle movement.

Monitors airport tenants and leased areas for possible violations of the Airport Rules/Regulations and other applicable regulations. Notifies appropriate parties in the Aviation Department of investigations and corrections.

Ensures compliance with Federal airport certification regulation [Title 14 CFR, Part 139].

Facilitates inspections of airport property to ensure compliance with Federal Regulations.

Oversees Airfield Training Programs, to include computer based training for airport personnel and tenants. Development and implementing airfield training will be required.

Facilitate proper response to any letters of investigation, civil penalties and or other requirements or inquiries made by the FAA.

Acts as operations representative for airport projects, as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Airport Operations/Management, Business Administration, or closely related field from an accredited college or university, or equivalent work experience.
- Applicant must have experience in FAR Part 139 to include work experience at medium to large airport(s) or joint use military facility;

LICENSES AND CERTIFICATIONS

- Applying certification requirements and standards of airport safety; airport layout, design and construction. Required

KNOWLEDGE, SKILLS & ABILITIES

- Proven leadership, team-building and consensus-building skills required
- Knowledge of and ability to interpret and apply Federal Aviation Regulations
- Knowledge of airport operations, maintenance and other airport-related activities
- Knowledge of weather and NOTAM terminology used in Airport Operations.
- Current experience as an Airport Operations Manager or Airport Operations Specialist is a plus
- Thorough knowledge of federal, state and local rules and regulations pertaining to airport operations and security
- Ability to lead teams and gain commitment
- Must possess strong leadership skills and abilities
- Ability to develop, analyze and evaluate programs, policies and procedures
- Ability to work independently and organize and set priorities
- Ability to plan, assign, train, review and supervise work projects of subordinate personnel
- Ability to prepare reports, maintain records, analyze data, make procedure decisions and administer programs.

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JOB POSTING

Marketing Admin Coordinator

POSITION OVERVIEW

Reporting to the Senior Manager, Digital Marketing & Strategy, this position is responsible for providing day-to-day support of various marketing initiatives and managing community events, such as parade participation and promotional item purchasing.

POSITION ROLES & RESPONSIBILITIES

Manages all aspects of the purchasing process for promotional items for HCAA. This includes, but is not limited to, tracking all inventory and requests, forming relationships with vendors, overseeing day-to-day communication, gathering quotes and samples, ensuring creative is up to brand standards, coordinating with the Design Studio, and processing payments.

Manages the distribution of promotional items and ensures all promotional items purchased and forecasted for are within budget.

Tracks and manages promotional item inventory using online forms and dashboards.

Manages all aspects of marketing-funded community events, including but not limited to community parades, pride events, and festivals.

Manages logistics for large on-site events such as the Airport 5K on the Runway, Friends of TPA, and more.

Assists with marketing initiatives and advertising campaigns, including production of on-site signage, sweepstakes, digital campaigns, and other forms of advertising for both the Marketing Department and internal clients, such as the Concessions and Parking Departments.

Assists the Marketing Events Manager as needed.

Assists in coordinating activities related to project implementation to facilitate project completion on time.

REQUIRED FOR ALL HCAA JOBS

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JOB POSTING

Marketing Manager

POSITION OVERVIEW

Reporting to the Director of Marketing, the Marketing Events Manager is responsible for planning, organizing, coordinating, executing and managing the Aviation Authority's marketing events; developing marketing event plans and assists in managing all social media information as it relates to marketing events, and tracking the ROI of all campaigns. This position maintains effective relationships with representatives of advertising agencies, stakeholders in the business community, and marketing representatives in airline development, civic organizations, and other groups germane to the Authority's business.

POSITION ROLES & RESPONSIBILITIES

Responsible for developing effectively communicating airport information and marketing campaigns to the public and key external and internal audiences and stakeholders projecting a positive image and reputation about the airport.

Generate, promote, manage and execute revenue generating marketing initiatives for clients based on their needs for projects related to relationships in the business community, marketing representatives in airline development, civic organizations, and other groups germane to the Authority's business.

Generate, promote, execute and manage marketing opportunities for the revenue generating division of the Hillsborough County Aviation Authority.

Create and review copy, handle production and conduct market and demographic research to determine the best promotional strategy community partnerships and marketing plans.

Research and present prevailing regulations, requirements or procedures to business or community partners seeking to engage in relationships with the airport through co-op advertising.

Work with the marketing analysis team to develop ROI tracking for all advertising dollars spent.

Monitor all marketing materials on property to ensure that all messages are timely and current.

Manage the relationship with the advertising agency on record and third party creative partners.

Keep a schedule of all deadlines for campaigns and manage the projects from the creation through the design studio.

Represent the Aviation Authority and Marketing department at industry and public meetings, functions and events.

Develop, maintain and create opportunities and packages for community event awareness (i.e. silent auction, raffle, and donation items/experiences).

Remain current with Aviation Marketing best practices and marketing techniques that can be adapted from other industries to better serve the guest experience.

Develop budget, policies and procedures for areas of responsibility to ensure comprehensive implementation of the Aviation.

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Marketing, Communications, Public Relations, Business Administration or other related field
- Of increasingly responsible experience in marketing or a marketing-related field, project management and supervising creative individuals.

PREFERRED QUALIFICATIONS

- Experience buying or selling media

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JOB POSTING

Marketing Media Producer

POSITION OVERVIEW

The Marketing Media Producer is a one-person production team -- a blend of the technical expertise, creative sensibility, and "soft skills" needed to develop visually arresting pieces that aid in moving an organization and its brand forward. As part of the HCCA Design Studio, you will provide photographic, video production, and audio/visual support services for a wide variety of internal and external clients. Fast paced and deadline driven; this role requires a commitment to delivering the best possible outcomes for clients Authority-wide.

POSITION ROLES & RESPONSIBILITIES

Capture, edit, and convert digital photographs and recordings with the knowledge of export formats for various mediums, including print, social media, and web placement.

Execute complete production of training, promotional and other videos from scripting, video capture and complete editing for final rendition presentation (pre-to-post production).

Work with Brand and User Experience Manager to ensure consistency and quality of the HCAA brand in the production of all videos & photography.

Build and maintain and image and video library and manage content.

Work hand-in-hand with the communications, marketing, and other members of the HCAA Design Studio for completion of multilevel projects.

In collaboration with the project manager, ensure delivery of the assigned project within the agreed upon budget and timeline.

Support staff and community events with creative and technical services, including but not limited to, video capture, photography, audio/visual staging & setup, troubleshooting, and vendor coordination.

Make minor repairs and maintain equipment.

Make purchasing recommendations.

Review and approve onsite video and photography requests from outside entities.

Keep abreast of videography and photography trends and advances in equipment to bring better value and new creative ideas.

Perform other duties as assigned.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Four-year related degree
- Design experience in videography, video editing, and photography, including workflow, equipment, creative techniques, technical expertise and delivery formats
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Possess strong creative, organizational, problem-solving, and time-management skills.
- Must be proficient in producing product videos from beginning to completion including filming, lighting, the ability to direct & work well with talent, script writing, recording voice-overs, editing, adding graphic elements, adding background music & voice-overs.
- Possess in-depth knowledge of photographic and video production principles, practices, and techniques.
- Expertise in video/photography using a Canon 7D/70D, Sony Alpha a7II, Sony FS700, or equivalent camera.
- Working knowledge of studio lighting set-ups and working with microphones, including lavaliere microphones.
- Expert-level knowledge of video production/editing software such as Adobe Premiere or Final Cut Pro.
- Strong working knowledge of Photoshop, Lightroom, or other photo editing software.
- Excellent interpersonal and communication skills.
- Must work well with tight deadlines in a team environment.
- Able to take projects from start to finish with minimal supervision.

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JOB POSTING

Materials Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Non-Capital Programs and Materials Management, this position is responsible for supervision of the personnel and daily responsibilities of the Materials Management Section and performs administrative and warehouse duties related to property and inventory control of organizational assets in accordance with applicable requirements.

POSITION ROLES & RESPONSIBILITIES

Determine priorities, schedules, and assigns work for Materials Management team members.

Resolve operational and administrative problems and provide direction regarding unusual or complex problems.

Assess staffing needs and ensures staff has appropriate training.

Oversees inventory control and maintains the security of the inventory located at the Central Warehouse, ASE, ASA, and industrial vending machines.

Oversees the Authority's Inventory Management System, including daily, weekly, and monthly reporting, as required; as well as testing of system upgrades and patches, and technical issue resolution.

Keep inventory control systems up to date and plan future warehouse capacity requirements.

Oversees the Authority's Fuel Management System, including monthly reporting, and issues.

Oversee attic stock program.

Oversee the receiving and disposal of surplus stock, including preparation of Board Documents.

Review and approve requisitions, expense reports, and vendor invoices.

- Responsible for Annual Performance reviews on direct reports.
- Oversee Materials Management Key Performance Indicators (KPIs) including Days to Replenish and Daily Receipts.
- Ensures quality, delivery and budget objectives are met.
- Ensure communication with internal and external customers is timely and accurate and provides the highest quality of service.
- Ensure the health, safety, cleanliness and security of the work environment.
- Oversee the planned maintenance of Procurement Department vehicles, machinery and equipment.
- Oversee purchasing limits for Materials Management team members for PCard purchases.
- Develop departmental processes, policies, and procedures.
- Responsible for Titling, Registration and signing for all Fleet vehicles and trailers on behalf of the Authority.

- Continue to improve processes, look at innovative ways to provide services and look at new technologies to create efficiencies

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Functional experience in inventory management, procurement specifications development and contract negotiations

LICENSES AND CERTIFICATIONS

- Certified Professional Public Buyer Required
- Certified Public Procurement Officer Required
- NIGP Certified Procurement Professional (NIGP-CPP) Required
- Ability to obtain either certification within twenty-four (24) months of hire. Required

PREFERRED QUALIFICATIONS

- Bachelor's Degree In management, business, or a related field from an accredited college or university

KNOWLEDGE, SKILLS & ABILITIES

- Operates material handling equipment; forklift, electric pallet jack, pallet jack, cart, dolly, pickup truck, delivery van, box truck.
- Knowledge of Oracle E-Business Suite is preferred

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JOB POSTING

Multitrades Worker II-Airfield

POSITION OVERVIEW

The Mutlitrades Worker II-Airfield Maintenance role is an integral part of a dedicated team accountable for upholding the upkeep and ensuring FAA FAR PART 139 compliance across roughly 1.5 million square feet of airfield paint markings. Responsibilities encompass pavement condition assessment, field conditioning, and security protocols. This includes various tasks such as managing waste disposal routes, operating sweepers, executing asphalt and concrete repairs, addressing fencing issues, and performing both large and small-scale tractor mowing. The role extends to tasks like chemical applications, FDOT bridge repairs, and overseeing signage installation and upkeep at Tampa International Airport.

POSITION ROLES & RESPONSIBILITIES

Paints interiors and exteriors of buildings and roadways.

Cleans work site upon work completion.

May operate medium to heavy motorized equipment.

Performs electric and acetylene welding, brazing, and fabrication.

Cleans debris from roadway, runway, an other airport ground areas.

Operates power equipment to include lathes, drill presses, threading machines, air compressors and gas operated saws.

Drives a vehicle to and from work sites.

- Repairs and adjusts plumbing, water lines, electrical wiring and equipment, plastering, furniture, shelves, doors, windows, and machines of various kinds.
- Participates in the erection of small structures and the more complex alteration, repair and maintenance of plumbing, electric, and water systems and/or fixtures, brick, cement, HVAC, and carpentry work.
- May supervise assigned laborers and trades helpers in maintenance work.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- An equivalent combination of education, training, and experience may be substituted, provided the job-related functions are met

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Posses a valid driver's license Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of procedures and techniques used in two or more construction trades.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Some knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical/gas-operated tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to work effectively with others.
- Ability to prioritize work.
- Ability to plan, organize and supervise the work of others.
- Ability to proof own work and work of others.
- Ability to operate a motor vehicle.
- Ability to work effectively with others.

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JOB POSTING

Multitrades Worker II-Building Maintenance

POSITION OVERVIEW

Performs skilled work involving two or more trades in the construction, maintenance and repair of buildings, equipment and facilities.

POSITION ROLES & RESPONSIBILITIES

Assists with repairs and adjusts plumbing, water lines, drywall, furniture, doors, mortise and cipher locks, roofs, and grease traps.

Clears stoppages in sanitary and grease lines.

Paints interiors and exteriors of buildings.

May operate lifts and/or medium to heavy motorized equipment.

Drives a vehicle to and from work sites.

Cleans work site upon work completion.

Exhibits exceptional customer service to both internal and external customers.

Performs other related duties as required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from High school / GED
- Of maintenance/construction trades experience
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of procedures and techniques used in two or more construction trades.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Some knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical/gas-operated tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to work effectively with others.

- Ability to prioritize work.
- Ability to prove own work and the work of others.
- Ability to operate a motor vehicle.

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JOB POSTING

Multitrades Worker III-Airfield

POSITION OVERVIEW

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POSITION ROLES & RESPONSIBILITIES

Maintain and manage trash and litter routes, sweeper routes, asphalt and concrete spall repairs, fence repairs, large and small tractor mowing, chemical application, FDOT bridge repairs, signage installation, and repairs a Tampa International Airport.

Supervises and participates in the erection of small structures and the more complex alteration, repair, and maintenance of plumbing, painting, water systems and/or fixtures, brick, cement, pavement, and carpentry work.

Lead the work of skilled staff by scheduling, assigning, and reviewing work, providing training, and coaching.

Makes drawings or sketches for repair work.

Assists with maintaining replacement parts in central stock to permit completion of repairs.

Drives a vehicle to and from work sites.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of experience as a skilled trades worker in two or more of the following trades: plumbing, electrical, carpentry, masonry, painting, or other skilled trades;
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of procedures and techniques utilized in various construction trades.
- Considerable knowledge of the construction and maintenance of various types of buildings and facilities.
- Some knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to prioritize work.
- Ability to plan, organize and supervise the work of others.
- Ability to work effectively with others.
- Ability to perform a variety of physical tasks.
- Must be able to lift up to 75 pounds

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JOB POSTING

Multitrades Worker III-BM Special Events Logistics Coordinator

POSITION OVERVIEW

Performs skilled work involving two or more trades in the construction, maintenance and repair of buildings, equipment and facilities. Performs specialized duties assisting with the planning and coordinating of Authority Special Events with involvement across many Authority Departments. The ideal candidate for this position will also have experience leading the daily activities of a work group. As this position is specialized to coordinate across many Authority Departments, this position is required to work normal business hours. This position may be required to provide afterhours support to include working nights, weekends, and holidays.

POSITION ROLES & RESPONSIBILITIES

Makes repairs in the areas of plumbing, water lines, equipment, plastering, furniture, shelves, doors, windows, and machines of various kinds.

Performs specialized duties assisting with the planning and coordinating of Authority Special Events.

Participates in the erection of small structures and the more complex alteration, repair and maintenance of plumbing, and water systems and/or fixtures, brick, cement, and carpentry work.

Paints interiors and exteriors of buildings.

Operates power equipment to include, drill presses, threading machines, drain cleaning machines, air compressors and gas operated saws as well as various hand tools.

May operate medium to heavy motorized equipment.

Drives a vehicle to and from work sites.

Cleans work sites upon work completion.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- of experience in construction, maintenance, or the skilled trades.
- of which must have been in logistical planning and coordination.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Valid Florida Driver's License Upon Hire Required

PREFERRED QUALIFICATIONS

- High School Diploma/GED

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of procedures and techniques used in two or more construction trades.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Extensive knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical/gas-operated tools and equipment used in building and construction.
- Skill in logistics and coordination with planning special events to include equipment, personnel, and resources.
- Ability to read and interpret blueprints and drawings.
- Ability to work effectively with others.
- Ability to prioritize work.
- Ability to plan, organize, and lead the work of others.
- Ability to perform a variety of physical tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to operate a motor vehicle.

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JOB POSTING

Multitrades Worker III-Building Maintenance

POSITION OVERVIEW

Performs skilled work involving two or more trades in the construction, maintenance and repair of buildings, equipment and facilities.

POSITION ROLES & RESPONSIBILITIES

Leads in making repairs in the areas of plumbing, water lines, equipment, plastering, furniture, shelves, doors, windows, and machines of various kinds.

Participates in the erection of small structures and the more complex alteration, repair and maintenance of plumbing, and water systems and/or fixtures, brick, cement, and carpentry work.

Paints interiors and exteriors of buildings.

Operates power equipment to include, drill presses, threading machines, air compressors and gas operated saws as well as various hand tools.

May operate medium to heavy motorized equipment.

Drives a vehicle to and from work sites.

Cleans work site upon work completion.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from High school / GED;
- An equivalent combination of education, training,
- of experience in plumbing, water lines, equipment, plastering, furniture, shelves, doors, windows and machine repairs that would reasonably be expected to provide the job-related competencies

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of procedures and techniques used in two or more construction trades.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Extensive knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical/gas-operated tools and equipment used in building and construction.

- Ability to read and interpret blueprints and drawings.
- Ability to work effectively with others.
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JOB POSTING

Multitrades Worker III-Landscaping

POSITION OVERVIEW

This is a manual and skilled landscape maintenance and groundskeeping work. Work involves developing and caring for grounds, shrubbery, and plants and improving irrigation maintenance and repairs. Multitrades Workers III-Landscaping is assigned to the maintenance activities related to mowing grass, planting and transplanting shrubs, fertilizing, trimming, and cutting trees in the care of airport and airfield grounds, parking lot areas, parks, terminals, and other airport facilities. As a landscaping crew leader, they are responsible for the daily production of the landscaping crew. Provides grounds maintenance in all seasons. Performs routine cleaning and maintenance on gardening and ground equipment. It may require horticultural training. May operate light trucks and assorted power equipment.

POSITION ROLES & RESPONSIBILITIES

Plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning.

Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes. May operate medium to heavy motorized equipment.

Cleans work site upon work completion.

Cleans heavy equipment, trucks and tools and maintain all associated equipment and machinery.

Lead a team of landscapers to assign daily tasks.

Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers or foliage.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Experience in a broad range of landscaping experience from various disciplines, including nursery work, mowing and maintenance operations, plant and tree installations, landscape pest management, sod growing, and irrigation installation/repair.
- Experience operating various standard landscaping equipment, from hand-held to different mowers and skid steers,
- Experience managing the daily activities of a workgroup or the ability to lead a workgroup.
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific functions in this position may be considered as a substitute.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Possession of a valid Florida Driver's License Upon Hire Required

- Green Industries Best Management Practices Certificate Upon Hire Required
- Pesticide Applicator - State Licensure Preferred
- Commercial Fertilizer Certificate Preferred
- FNGLA Certified Horticulture Professional (FCHP) Preferred
- Certified Landscape Maintenance Technician (FCLMT) Preferred
- ISA Certified Arborist Preferred
- Any Chapter 487 licenses or Chapter 482 licenses Preferred

PREFERRED QUALIFICATIONS

- Experience as a skilled trades worker in two or more of the following trades: plumbing, electrical, carpentry, masonry, painting, or other skilled trades
- Experience in leading a team.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent interpersonal and communication skills.
- Knowledge of safety procedures and safety equipment.
- Ability to operate a motor vehicle.
- Excellent customer service skills.
- Ability to work effectively with others.
- Working knowledge of procedures and techniques used in landscaping best management practices.
- Ability to prioritize work.
- Ability to perform maintenance tasks
- Ability to plan, organize and supervise the work of others.
- Skill in the use of hand and electrical/gas-operated tools and equipment used in landscaping and ground maintenance.
- Ability to prove own work and the work of others.

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JOB POSTING

Multitrades Worker III-Plumber

POSITION OVERVIEW

Performs skilled work involving installation, repair, and maintenance of plumbing systems, including water lines, pumps, and underground water and sewer lines. This is skilled plumbing work at the journeyman level in connection with general maintenance and repair in airport buildings and related facilities and the limited construction of buildings and facilities.

POSITION ROLES & RESPONSIBILITIES

- Inspect, repair, and maintain all plumbing systems, including water, sanitary and industrial waste lines to confirm compliance with all applicable codes.
- Inspect and repair vents, storm drainage, special piping systems, and their associated fixtures and appurtenances, including building drains and water service pipes.
- Responds to plumbing emergencies, troubleshoots problems, uses building plans, diagrams and blueprints to locate and isolate plumbing malfunctions; inspects plumbing systems to determine cause of malfunctions.
- Install, repair, and maintain pumps for lift stations.
- Complete maintenance work orders as assigned, record all time, materials, and equipment information correctly and promptly to maintain accurate maintenance and repair records.
- Perform regular cleaning and prescribed operator maintenance tasks on equipment.
- May operate medium to heavy motorized equipment.
- Drives a vehicle to and from work sites.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Three (3) years of plumbing experience in either plumbing repair or construction field, or an equivalent combination of education, training, and experience;

LICENSES AND CERTIFICATIONS

- Possession of a valid Florida Driver's License Upon Hire Required

- Hillsborough County Journeyman Plumbing license or similar accreditation level preferred, or able to obtain within 6 months Preferred

PREFERRED QUALIFICATIONS

-

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of plumbing systems, PVC, copper, and cast-iron pipe installations.
- Basic knowledge of plumbing codes.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Extensive knowledge of safety procedures and safety equipment.
- Skill in using hand and electrically operated tools and equipment used in plumbing.
- Familiarity with a computerized maintenance management system.
- Ability to read and interpret blueprints and drawings.
- Ability to work effectively with others.
- Ability to prioritize work.
- Ability to proof own work and the work of others.
- Ability to operate a motor vehicle.

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JOB POSTING

Multitrades Worker III-Projects

POSITION OVERVIEW

The Multitrades Worker III - Maintenance Projects performs skilled maintenance work in various disciplines, focusing strongly on electrical tasks. The ideal candidate will have a background in electrical work and experience in constructing, maintaining, and repairing buildings, equipment, and facilities. The position requires leading a work group and working on nights, weekends, and holidays. The role involves leading and participating in the erection of small structures and complex alterations, repairs, and maintenance work in electrical, plumbing, water systems and fixtures, brick, cement, HVAC, and carpentry. The candidate should be proficient in making electrical drawings or sketches for project planning and as-built documentation.

POSITION ROLES & RESPONSIBILITIES

Lead and participate in the erection of small structures and complex alteration, repair, and maintenance work in various trades, including electrical, plumbing, water systems and/or fixtures, brick, cement, HVAC, and carpentry.

Create electrical drawings or sketches for project planning and as-built documentation.

Collaborate with leadership to ensure an adequate stock of building materials for completing repairs.

Perform commercial and industrial electrical duties related to remodeling, buildouts, and installations.

Apply procedures and techniques utilized in various construction trades.

Follow safety procedures and effectively use safety equipment.

Apply the National Electrical Code to assignments.

Install conduit and wiring according to professional standards.

Operate a motor vehicle.

Perform a variety of physical tasks.

Install data cabling.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED

- Of work experience in construction, maintenance, or the skilled trades, including three (3) years of which must have been in an electrical experience capacity.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and experience with Lock out/Tag out procedures.
- Knowledge of procedures and techniques utilized in various construction trades.
- Knowledge of the construction and maintenance of various types of buildings and facilities.
- Strong knowledge of safety procedures and safety equipment.
- Skill in the use of hand and power tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to prioritize work.
- Ability to plan, organize, and lead the work of others.
- Ability to work effectively with others.
- Ability to perform a variety of physical tasks.
- Ability to install data cabling.
- Ability to apply National Electrical Code to assignments.
- Ability to install conduit and wiring, meeting professional standards.
- Ability to work effectively with others.
- Ability to operate a motor vehicle.

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JOB POSTING

Multitrades Worker II-Landscaping

POSITION OVERVIEW

This is a manual and skilled landscape maintenance and groundskeeping work. Work involves developing and caring for grounds, shrubbery, and plants and improving irrigation maintenance and repairs. Multitrades Workers II-Landscaping is assigned to the maintenance activities related to mowing grass, planting and transplanting shrubs, fertilizing, trimming, and cutting trees in the care of airport and airfield grounds, parking lot areas, parks, terminals, and other airport facilities. Provides grounds maintenance in all seasons. Performs routine cleaning and maintenance on gardening and ground equipment. It may require horticultural training. May operate light trucks and assorted power equipment.

POSITION ROLES & RESPONSIBILITIES

Plant or maintain vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning.

Use hand tools, such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes. May operate medium to heavy motorized equipment.

Cleans work site upon work completion.

Cleans heavy equipment, trucks, and tools and maintains all associated equipment and machinery.

Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers or foliage.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific functions in this position may be considered as a substitute.
- Of experience in both residential and commercial properties performing diverse landscaping maintenance tasks

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Possession of a valid Florida Driver's License Upon Hire Required
- Green Industries Best Management Practices Certificate Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Skill in the use of hand and electrical tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to operate a motor vehicle.
- Ability to perform a variety of physical tasks.

- Ability to work effectively with others.
- Some knowledge of procedures and techniques used in two or more construction trades.
- Some knowledge of the construction and maintenance of various types of buildings and facilities.
- Some knowledge of safety procedures and safety equipment.
- Ability to follow oral and written instructions.

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JOB POSTING

Multitrades Worker II-Projects

POSITION OVERVIEW

The ideal candidate for this position will have experience performing skilled maintenance work from various disciplines such as construction, maintenance and repair of buildings, equipment and facilities. This position may be required to work nights, weekends, and holidays.

POSITION ROLES & RESPONSIBILITIES

Participates in the erection of small structures and the more complex alteration, repair and maintenance of plumbing, some electric, and water systems and/or fixtures, brick, cement, and carpentry work.

Repairs and adjusts plumbing, water lines, some electrical wiring and equipment, plastering, furniture, shelves, doors, windows, and machines of various kinds.

Paints interiors and exteriors of buildings.

Operates power equipment to include lathes, drill presses, threading machines, air compressors and gas operated saws.

Cleans work site upon work completion.

Drives a vehicle to and from work sites.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience as a skilled trades worker in two or more of the following trades: plumbing, electrical, carpentry, masonry, painting, or other skilled trades

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of procedures and techniques utilized in various construction trades.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Some knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to prioritize work.

- Ability to work effectively with others.
- Ability to prove own work and the work of others.
- Ability to perform a variety of physical tasks.
- Ability to operate a motor vehicle.

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JOB POSTING

Multitrades Worker II-Systems

POSITION OVERVIEW

Responsible for ensuring the airport baggage system is well maintained and clear from blockages allowing baggage to arrive at its destination.

POSITION ROLES & RESPONSIBILITIES

Clear baggage jams following safety protocols; properly clearing fail safe baggage faults, perform accurate inspections for missing baggage. Clear and resolve blockages on the airport baggage system.

Lift and handle weighty baggage weighing up to 75lbs.

Operate conveyor belts with baggage and cargo.

Perform baggage handling procedures like paperwork and documentation.

Integrate honest practices in handling customers' baggage and loads.

Implement safety procedures and standards in handling passenger' baggage.

Drive on ramp with golf carts

Cleans work site upon work completion.

- Operates power equipment to include lathes, drill presses, threading machines, air compressors and gas operated saws.
- Paints interiors and exteriors of buildings.
- Participates in the erection of small structures and the more complex alteration, repair and maintenance of plumbing, electric, and water systems and/or fixtures, brick, cement, HVAC, and carpentry work.
- Repairs and adjusts plumbing, water lines, electrical wiring and equipment, plastering, furniture, shelves, doors, windows, and machines of various kinds.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- An equivalent combination of education, training, and experience which would reasonably be expected to provide the job-specific functions in this position.
- experience in a plant or production environment; experience operating and/or maintaining conveyors or baggage handling systems.

- Of experience in a maintenance trade (construction, electrical, vehicle, mechanical or preventive maintenance experience) that would reasonably be expected to provide the job-related competencies noted below
- An equivalent combination of education, training, and experience which would reasonably be expected to provide the job-specific functions in this position.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

PREFERRED QUALIFICATIONS

- Of experience in logistics or other aviation related fields

KNOWLEDGE, SKILLS & ABILITIES

- Some knowledge of safety procedures and safety equipment.
- Ability to operate a motor vehicle.
- Excellent customer service skills.
- Ability to work effectively with others.
- Working knowledge of procedures and techniques used in two or more construction trades.
- Ability to prioritize work.
- Ability to perform maintenance tasks
- Ability to plan, organize and supervise the work of others.
- Working knowledge of the construction and maintenance of various types of buildings and facilities.
- Skill in the use of hand and electrical/gas-operated tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to prove own work and the work of others.

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JOB POSTING

Multitrades Worker I-Systems

POSITION OVERVIEW

Performs semi-skilled work involving two or more trades in the minor construction, maintenance, and repair of buildings, equipment and facilities.

POSITION ROLES & RESPONSIBILITIES

Assists electricians in installing and repairing electrical wiring, fixtures, and related equipment.

Assists painters in mixing and matching paints, stains, and painting.

Assists plumbers in installing, maintaining, and repairing pipes, valves, faucets, sinks, and other plumbing facilities.

Assists masons in laying brick, cement block, and sidewalks.

Assists carpenters in repairing chairs, tables, fences, doors, windows, floor, and other articles and fixtures.

Assists maintenance personnel in the repair and maintenance of buildings.

Assists HVAC mechanics in the operation, maintenance, and repair of heating, refrigeration, and air conditioning equipment.

Assists equipment mechanics in the repair and maintenance of gasoline and/or diesel operated vehicles or other related mechanical components.

Assists with the construction, maintenance, and repair of roads, bridges, ditches, culverts, and associated structures.

Assists in the repair and maintenance of tools and equipment.

Assists in the use of gas/electric operated equipment.

Cleans work sites upon work completion.

Drives a motor vehicle to and from work sites.

Performs related work as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from High school / GED
- An equivalent combination of education, training and experience

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Some knowledge of procedures and techniques used in two or more construction trades.
- Some knowledge of the construction and maintenance of various types of buildings and facilities.
- Some knowledge of safety procedures and safety equipment.
- Skill in the use of hand and electrical tools and equipment used in building and construction.
- Ability to read and interpret blueprints and drawings.
- Ability to operate a motor vehicle.
- Ability to perform a variety of physical tasks.
- Ability to follow oral and written instructions.
- Ability to work effectively with others.

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JOB POSTING

Operations Business Partner & Projects Manager

POSITION OVERVIEW

Responsible for the daily oversight of critical contracts held by Operations, including janitorial, employee bus operations, and remote bag check operations, in addition to critical special projects as assigned. Monitor, manage, lead, innovate, and ensure compliance to contractual obligations, ensure forward-looking innovations are continually assessed, contractual compliance, periodic auditing as needed, engagement with staff, and completion of special projects, as assigned.

POSITION ROLES & RESPONSIBILITIES

Monitor compliance with all terms and expectations as outlined in contract documents.

Maintain a system of checklists to verify that all audit and inspection criteria are being properly addressed regularly.

Implement strategies and innovations across contract portfolios to improve service, experience, and responsiveness.

Steward budgets with a focus on service and budgetary innovations to improve service and, where possible, reduce budgetary spending.

Maintain data/documentation in reports, logs, etc., as required

Validate and periodically review hiring processes

Routinely engage front-line staff to ensure effective and meaningful engagement is occurring

Monitor and manage compliance with headcount expectations

Monitor and manage compliance with service delivery standards

Actively support and manage special projects as assigned with a focus on service, innovation, engagement, and collaboration

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Associate's Degree
- High School Diploma/GED

- of supervisory or lead worker/team leader experience in airports or airlines, with a strong preference for previous contract management and oversight experience.
- of experience directly related to the position duties, four of which are supervisory or lead worker/team leader experience in airports or airlines, with a strong preference for previous contract management and oversight experience.
- of experience directly related to airport operations management.
- of experience as a supervisor or lead worker/team leader experience in airports or airlines, with a strong preference for previous contract management and oversight experience.

KNOWLEDGE, SKILLS & ABILITIES

- Specialized technical knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to make decisions with little guidance
- Ability to initiate and sustain action to accomplish goals of the functional area.
- Ability to remain calm and provide guidance to subordinate staff in crisis and/or emergency situations.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to maintain strict confidentiality related to background investigation reports, incident reports, etc.
- Skill in the application of supervision techniques.
- Proficient in Outlook and MS Office suite of products

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Payroll Operations Finance Manager

POSITION OVERVIEW

The Payroll Operations Finance Manager is responsible for ensuring that all employees within an organization are paid in an accurate and timely fashion. A payroll administrator will work across the organization and with all levels of personnel. They will interact and work as a team with ITS and Human Resources frequently. Responsibilities would include ensuring organizational compliance with federal and local regulations, auditing, and non-discrimination laws and that the company's policies and procedures are being followed. Prepare payroll-related reports—process payroll, including updating employee numbers, hours, garnishments, etc. Record, maintain and update payroll procedures. Ability to tactfully and accurately interpret, administer, and translate complex and evolving regulatory rules affecting compensation, public sector union agreements, external benefits provider programs, and payroll processing systems. Ensure the timekeeping system (Kronos) is accurate and reliable. Annual responsibilities also include open enrollments for benefit plans, unileave sellback and W2 processing.

POSITION ROLES & RESPONSIBILITIES

Manage and administer the payroll process for the Authority, including maintaining administrative policies and operating procedures to ensure efficient and effective management.

Supervise payroll staff, providing guidance, training, and motivation; coordinate functions; assign, monitor, and review work; evaluate performance and initiate corrective action as needed.

Be an active team member to effect the yearly benefits enrollment, unileave and W2 processes

Research and advise Finance, Human Resources, and senior management on legal payroll compliance issues.

Interpret and communicate applicable regulations, requirements, and procedures and represents the Authority and the payroll section at meetings, functions, and events.

Maintain compliance with rules and regulations with federal and state agencies such as the IRS, FRS, Workers' Compensation, and unions within the Authority. Act as a liaison to coordinate with external agencies and departments within the Authority to ensure efficient communication and services.

Coordinate with all levels of government, benefit providers, senior management, and Authority employees to provide solutions and resolve conflicts.

Maintain historical payroll records for the Authority.

- Maintain records of CEO and EVP contracts and ensure FSA yearly contributions are calculated correctly
- Support and provide data as requested by the External Auditors
- Work in concert with HR during Union negotiations to ensure any necessary payroll related changes are built into the payroll system accurately
- Work closely with ITS to develop well defined testing strategies and migration for Payroll and OTL module upgrades.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Human Resources, Finance, Business Administration, or related field
- Supervisory experience in Payroll function
- Experience processing payroll in the public or private sector.

KNOWLEDGE, SKILLS & ABILITIES

- Strong financial acumen and ability to present issues clearly and concisely
- Familiarity with the principles and methods of payroll accounting practices and payroll taxes.
- Strong interpersonal (verbal and written) communication skills.
- Proven ability to handle confidential information and work with minimal supervision.
- Ability to maintain cooperative working relationships with other departments and organizations.
- Ability to solve complex practical problems
- Good judgment and sound decision making and conflict management skills to inspire confidence from the customer
- Proficient in Microsoft Office suite.

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JOB POSTING

Police Captain

POSITION OVERVIEW

Reporting to the Director of Public Safety and Security / Police Chief, this position is responsible for planning, directing and supervising the Airport Police Lieutenants, other police supervisors, and/or a civilian manager. Employees in this class perform duties of considerable difficulty requiring reasonable initiative and independent judgment under general direction. This position also has the same arresting authority of a duty officer. Reporting to this position are Airport Police Lieutenants, other Police Supervisors, and civilian managers.

POSITION ROLES & RESPONSIBILITIES

Management Duties:

- Assigns tasks to subordinates.
- Initiates and utilizes procedures that maximize the use of personnel.
- Reviews Department activities
- Adjusts the strength of shifts to meet public safety and law enforcement operational needs.
- Conducts audits of operations and makes recommendations to higher management for improving productivity and increasing efficiency
- Formulates and manages the budget for the assigned areas to ensure adequate supplies and equipment.
- Ensures that personnel follows existing laws, Standard Procedures, and General Orders.
- Makes recommendations to the Director of Public Safety and Security / Police Chief with regard to policies, procedures, and strategies for preserving the peace and enacting crime suppression tactics.
- Ensures that appropriate disciplinary action is taken when necessary.
- Maintains a liaison with numerous HCAA entities, federal agencies, and airport tenants to ensure a high degree of interoperability

Supervisor Duties:

- Evaluates the work performance of assigned personnel.
- Inspects and oversees the functions of patrol officers and/or detectives to ensure compliance with the Department policies, procedures, regulations and standards.
- Supervises the administrative and support functions of non-sworn personnel.
- Inspects personnel, facilities, and tactics for safety and/or training needs.
- Supervises through the use of subordinates, the activities and personnel within the Department.
- Is available for emergencies that may involve assigned personnel or Department operations.
- Is knowledgeable of the duties and responsibilities of each subordinate position.

Administrative Duties:

- Supervises and is responsible for law enforcement and administrative actions within the Airport Police Department.
- Attend Department staff meetings in order to provide, gather, and disseminate pertinent information relative to the functioning of the Department.
- Assists in formulating policies and procedures.
- Maintains liaison with law enforcement-related agencies.
- Carry out the mandates of the Deputy Chief or Director of Public Safety and Security or other higher authority.

- Keeps the Deputy Chief of Police informed as to the status of police operations.
- Assume all the duties and responsibilities of the Deputy Chief of Police in their absence.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Criminal Justice, Law, or other related field
- A combination of education and experience may be considered as a substitute.
- of experience as a lieutenant or higher rank in a municipal, county or special district police department.

LICENSES AND CERTIFICATIONS

- Licensed/Certified Police Officer Certification as a law enforcement officer by the State of Florida Criminal Justice Standard Upon Hire Required
- Valid FL Driver's License meeting Authority insurance requirements Upon Hire Required
- As administered by the Public Safety and Security Department of the Aviation Authority, must pass the CJSTC Physical Agility Test, and achieve a CJSTC firearms qualification score. Upon Hire Required
- Training Commission (CJSTC) or the ability to gain certification within 6 months of hire date; within 180 Days Required

PREFERRED QUALIFICATIONS

- Special consideration will be given to graduates of the Federal Bureau of Investigations National Academy, Southern Police Institute, or similar executive command academy.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of crime detection, criminal investigation, accident investigation and court procedures.
- Considerable knowledge of civil and criminal laws, police and Aviation Authority rules and regulations and standard operating procedures.
- Ability to make effective decisions calmly and quickly in emergency or hazardous situations.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to safely operate a motor vehicle.
- Ability to maintain confidential information.
- Ability to use a computer and related software.

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JOB POSTING

Police Corporal

POSITION OVERVIEW

Performs law enforcement duties for the protection of Aviation Authority property, facilities, personnel, and the general public, including assisting in the supervision of subordinate personnel.

POSITION ROLES & RESPONSIBILITIES

Enforces all federal, state, and local laws and Aviation Authority regulations.

Enforces traffic laws by observing, issuing citations and warnings, and apprehending violators on Aviation Authority premises.

Assists superior officers in evaluating and assigning officers to patrol areas.

Responds to calls and investigates problems, disturbances, traffic accidents, crimes, emergencies, and other incidents; provides assistance and prepares related reports.

Performs foot and vehicle patrols in assigned areas on Aviation Authority property to detect and monitor possible criminal activity and interrogate suspicious persons.

Plans, organizes, and supervises the work of others as needed.

Apprehends and arrests suspected law violators of ensuring public safety

Testifies in court to provide an accurate account of investigation reports and findings.

Provides information and assistance to the public.

Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.

Impounds abandoned or illegally parked vehicles and vehicles used in the commission of crimes.

Transports prisoners to detention or medical facilities.

Maintains patrol cars, weapons, and other law enforcement equipment to ensure operational readiness.

Operates communications equipment.

Completes written reports and required forms in accordance with standard operating procedures and directives.

Prepares and preserves evidence in accordance with directives to maintain chain of custody.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED certificate;
- Of overall experience as a Police Officer (excluding corrections);

LICENSES AND CERTIFICATIONS

- Possession of a Florida Law Enforcement Certification Required
- DL NUMBER - Driver License, Valid and in State Possession of a valid Florida Driver's License. Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Working knowledge of civil and criminal laws, police and Aviation Authority rules and regulations, and standard operating procedures.
- Working knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in using and caring for firearms and other law enforcement-related equipment.
- Skill in the use of communications equipment.
- Skill in administering CPR and first aid.
- Ability to make effective and quick decisions in emergencies or hazardous situations.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare work-related reports.
- Ability and willingness to work rotating shifts to include nights, weekends, and holidays in a subtropical climate under adverse weather conditions.
- Ability to work with antagonistic persons or the public under adverse conditions.
- Ability to safely operate a motor vehicle.
- Ability to maintain confidential information.
- Ability to use a computer and related software.

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JOB POSTING

Police Lieutenant

POSITION OVERVIEW

Reporting to the appropriate assigned Captain, the Police Lieutenant will perform managerial duties involving the operational activities of the Public Safety and Security Department.

POSITION ROLES & RESPONSIBILITIES

Manages subordinate staff on an assigned shift by scheduling, assigning, reviewing work, providing training and counseling, and evaluating performance.

Coordinates assignments for the patrol, assigns patrol areas to ensure adequate coverage, monitors activities to ensure adequate staffing, and coordinates backup support for contingency actions.

Enforces all federal, state, and local laws and Aviation Authority regulations.

Can perform any duties expected of a subordinate uniformed member of the Airport Police Department.

Reviews investigative reports and personally assumes command of investigations presenting unusual and complex problems.

Advises personnel of changes in laws, regulations, and policies.

Assists in formulating policies and procedures.

Examines reports for accuracy and completeness.

Inspects on-duty personnel to ensure they are properly uniformed and equipped.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university
- Of continuous service at the rank of sergeant with the Tampa International Airport Police

LICENSES AND CERTIFICATIONS

- Possession of a Florida Law Enforcement Certification Required
- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Ability to meet the job requirements of subordinate law enforcement personnel.
- Ability and willingness to work rotating shifts, including night, weekends, and holidays.

- Ability to manage, direct, motivate, develop, discipline, and evaluate subordinates.
- Ability to communicate orally and in writing to subordinates, superior officers, Authority Executives and Board of Directors, Public Officials, the Media, and the public at large.
- Ability to review and recommend updates to the department's general orders and Authority Policy and Procedures.
- Ability to plan and conduct staff meetings with subordinates and report back to Superior Officers.
- Ability to assist with resolving complex problems/situations and provide technical and procedural expertise.
- Ability to forecast shift resource needs to meet service demands.
- Ability to adapt, respond and optimize resources due to emergencies and special events.
- Ability to respond effectively and professionally to service complaints and questions about services.
- Ability to stay current with law enforcement technology and best practices.
- Ability to attend training and seminars and conduct training as required.
- Ability to maintain confidential information.
- Ability to safely operate a motor vehicle.
- Ability to work harmoniously with others to get the job done.
- Considerable knowledge of civil and criminal laws, Department and Authority work rules, and labor agreements.
- Considerable knowledge of the Authority Master Plan as it applies to Public Safety and Security.
- Considerable knowledge of Authority Office Suite software, including word, excel, and PowerPoint.

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JOB POSTING

Police Officer

POSITION OVERVIEW

Performs law enforcement duties for the protection of Aviation Authority property, facilities, personnel and the general public.

POSITION ROLES & RESPONSIBILITIES

Enforces all Aviation Authority regulations, federal, state and local laws.

Responds to calls and investigates problems, disturbances, traffic accidents, crimes, emergencies and other incidents; provides assistance and prepares related reports.

Performs foot and vehicle patrols in assigned areas on Aviation Authority property to detect and monitor possible criminal activity and interrogates suspicious persons.

Maintains patrol car, weapons and other law enforcement equipment to insure operational readiness.

Enforces traffic laws by observing, issuing citations and warnings and apprehending violators on Aviation Authority premises.

Apprehends and arrests suspected law violators to ensure public safety.

Provides information and assistance to the public.

Completes written reports and required forms in accordance with standard operating procedures and directives.

Testifies in court to provide an accurate account of investigation reports and findings.

Administers Cardiopulmonary Resuscitation (CPR) and first aid as required and maintains certification currency.

Impounds abandoned or illegally parked vehicles, and vehicles used in the commission of crimes.

Transports prisoners to detention or medical facilities.

Operates communications equipment.

Prepares and preserves evidence in accordance with directives to maintain chain of custody.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Must 19 years of age or older.
- A United States citizen
- High School Diploma/GED Three years of experience as a federal, state, county, city or airport authority law enforcement officer.
- Associate's Degree Two years of experience as a federal, state, county, city or airport authority law enforcement officer.
- Associate's Degree Successful completion of a State of Florida Criminal Justice Standards and Training Commission certified Police Academy.

LICENSES AND CERTIFICATIONS

- Possession of a State of Florida Law Enforcement Officer Certification Upon Hire Required
- DL NUMBER - Driver License, Valid and in State Possession of a valid State of Florida Driver License. Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Working knowledge of civil and criminal laws, police and Aviation Authority rules, regulations, and standard operating procedures.
- Working knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in the use and care of firearms and other law enforcement-related equipment.
- Skill in the use of communications equipment.
- Skill in administering CPR and first aid.
- Ability to make effective decisions calmly and quickly in an emergency or hazardous situation.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare work-related reports.
- Ability and willingness to work rotating shifts to include nights, weekends, and holidays in a subtropical climate under adverse weather conditions.
- Ability to work with antagonistic persons or with the public under adverse conditions.
- Ability to safely operate a motor vehicle.
- Ability to maintain confidential information.
- Ability to use a computer and related software.

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JOB POSTING

Police Sergeant

POSITION OVERVIEW

Performs supervisory duties relating to the operational activities of a squad of airport police officers involved in law enforcement at Tampa International Airport.

POSITION ROLES & RESPONSIBILITIES

Enforces all federal, state, and local laws and Aviation Authority regulations.

Performs any duties expected of a subordinate uniformed member of the Airport Police Department.

Supervises and assigns duties to a squad of uniformed officers or, if necessary, supervises all uniformed officers assigned to the watch.

Reviews reports of subordinate personnel for accuracy and completeness.

Inspects equipment and the appearance of subordinate personnel.

Takes charge of major criminal investigations until relieved by a superior officer.

Operates communications equipment.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree From an accredited college or university
- Of continuous service at the rank of corporal with the Tampa International Airport Police and possession of a Florida Law Enforcement Certification;

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of crime detection, criminal investigation, accident investigation, and court procedures.
- Considerable knowledge of civil and criminal laws, police and Aviation Authority rules and regulations, and standard operating procedures.
- Considerable knowledge of traffic accident control measures and investigation methods and techniques.
- Skill in using and caring for firearms and other law enforcement-related equipment.
- Skill in the use of communications equipment.

- Skill in administering CPR and first aid.
- Ability to make effective and quick decisions in emergencies or hazardous situations.
- Ability to enforce the law courteously, tactfully, firmly, and impartially.
- Ability to follow established procedures and pay close attention to detail.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare work-related reports.
- Ability and willingness to work rotating shifts to include nights, weekends, and holidays in a subtropical climate under adverse weather conditions.
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JOB POSTING

Procurement Agent

POSITION OVERVIEW

Reporting to the Senior Manager of Non-Capital Programs or Senior Manager of Non-Capital Programs and Materials Management, the Procurement Agent will be responsible for managing procurement and contractual projects for commodities, professional, management and maintenance services, concessions, information technology software and support, and airport tenants.

POSITION ROLES & RESPONSIBILITIES

Performs in depth market research on goods and/or services.

Identifying cooperative and government contracting opportunities and sole source opportunities.

Reviews and processes requisitions, purchase orders and purchasing card payments.

Analyzes contract terms and conditions and develops and processes change orders and amendments as needed.

Utilizes contract administration software program.

Negotiates contract terms, insurance and surety requirements.

Analyzes cost proposals and detailed financial data.

Prepares project related Board documents.

Obtains and analyzes informal written quotes as needed.

- Coordinating the evaluation process.
- Coordinating and overseeing the pre-proposal/bid conferences.
- Develops solicitation documents including but not limited to ITB, RFP, ITN and RFQ.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Business Administration, Management, Public Administration or related field
- Associate's Degree In Business Administration, Management, Public Administration or related field
- Of experience in contract and procurement document development, including contract writing and management, and knowledge of governmental regulations/ processes/ research techniques, etc.

- Of experience in contract and procurement document development, including contract writing and management, and knowledge of governmental regulations/ processes/ research techniques, etc.

LICENSES AND CERTIFICATIONS

- Certified Professional Public Buyer (CPPB) Required
- Certified Public Procurement Officer (CPPO) Required
- NIGP Certified Procurement Professional (NIGP-CPP) Required
- Ability to obtain either certification within eighteen months of hire.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Oracle E-Business Suite is preferred.
- Considerable knowledge of policies and procedures of the Department of Operations.
- Considerable knowledge of Federal, State, and Aviation Authority rules and regulations governing use and operation of airports.
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency situations.
- Ability to plan and coordinate multiple activities occurring simultaneously.
- Ability to maintain records and prepare technical reports.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, representatives of other agencies, and the general public.
- Ability to use a computer and related software.

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JOB POSTING

Procurement Coordinator

POSITION OVERVIEW

Reporting to the Business Office Manager, this position is responsible providing day-to-day administrative support services associated with various procurement processes and projects such as Board agenda; document control, preparation and formatting; supplier registration; and other departmental processes..

POSITION ROLES & RESPONSIBILITIES

Assists with project management work by providing administrative support in coordinating and implementing small projects or parts of larger complex projects.

Assists in the coordination of activities related to implementation of a project to facilitate project completion on-time.

Assists in preparing and maintaining project documentation including reports, correspondence, memos, spreadsheets and presentation materials.

Assists with administration of Authority's PCARD program; processes new card requests, assists cardholders as needed.

Processes solicitation advertisements and legal ads from other departments to local newspaper and smaller local newspapers, posts advertisements with requested publication contacts.

Assists Finance department to update Oracle and set up employee Paymode-X, process One-Time Payee, etc.

Drafts department correspondence, memos, spreadsheets and reports.

Assists with the Authority Board preparation process from beginning to end including the preparation and dissemination of all required documents; prepares Board agenda books.

Reviews and distributes incoming and outgoing mail email and requests.

Monitor and develop supplier participation in procure-to-pay process.

Coordinates and assists with pre-solicitation conferences.

Answers procurement helpline, monitor and respond to internal and external inquiries from the Supplier Registration program. Assist with vendor registration and troubleshoot issues.

- Assists with maintaining department professional organization memberships
- Serves as Department's records custodian; responsible for archiving solicitations in accordance with the appropriate format established by Central Records.
- Assists with department equipment, including multi-function devices and printers.
- Assists as back-up for administrative duties at the Warehouse as needed.

- Assists in providing liaison and coordination with other departments, suppliers and outside agencies.
- Assists with maintaining paper and electronic departmental files and records.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Graduation from an accredited two year degree granting college or university
- Of administrative assistant experience directly related to the position duties
- An equivalent combination of education, training and experience
- Experience in utilizing Oracle and other automated procurement systems.

LICENSES AND CERTIFICATIONS

- Notary License Florida Notary within 180 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Competency in data entry by demonstrating a typing skills rate of 45-50 wpm.
- Knowledge of the principles and practices of project management.
- Knowledge of the processes, activities, requirements, and objectives of the functional area to which assigned.
- Ability to communicate effectively both orally and in writing.
- Ability to manage multiple tasks and solve problems involving several variables or unique situations.
- Ability to manage the details of projects, track activities and meet deadlines.
- Ability to collect, organize and analyze data and make logical decisions.

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Projects and Grants Finance Manager

POSITION OVERVIEW

Reporting to the Director - Capital Planning this position will be responsible for the management of project financial administration and third-party grant funding. This is accomplished through the management of staff responsible for project financial oversight, project payments, fixed assets management, and works closely with Florida Department of Transportation and the Federal Aviation Administration's local office on grant billing and close-outs. Through this work sound administrative project financial oversight and regulatory compliance is accomplished.

POSITION ROLES & RESPONSIBILITIES

Takes ownership for the Oracle capital projects and fixed assets accounting systems and P6 cash management system as the lead expert and change agent monitoring, revising, and enhancing utilization where necessary. The position requires significant ongoing project tracking oversight and the capacity to authoritatively and independently communicate deviations from approved Board and Development Committee budgets, amendments, and change orders.

Responsible for administrative oversight and audit compliance with federal and state grant guidelines, billings, reconciliations, grant close-outs, and reporting. Responsible for administrative oversight and audit compliance with other transaction authority's (K-9, LEO, TSA Baggage, and In-Line Baggage) guidelines, billings, reconciliations, closeouts, and reporting. Works closely with the District 7 Office for FDOT and the Orlando FAA Airport District Office (ADO) for the processing and management of third-party project grant funding. Responsible for processing and filing the quarterly PFC report and PFC application close-outs.

Reviews all initial and revised capital budgets prepared by other departments, for accuracy and approvals before being presented to the Development Committee. Prepares all final capital budgets when capital projects are ready for closeout.

Provides direct guidance related to internal and/or external funding sources for all initial and revised capital budgets prior to the review by the Development Committee, which includes analysis for eligible costs for grants, PFC's, and Bonds. Provides necessary project cost data to project Directors to ensure projects are within budget.

Manages team who reviews monthly CIP consulting invoices and play applications for accuracy and thoroughness.

Prepares program reserve schedules and supports the capital planning budget review process through participation on the Development Committee.

Manages and produces the Recognized Net Investment (RNI) schedule, which is used to determine the return on Authority investment and is an input to the airlines rates and charges.

Manages Schedule 6 which is used to estimate for the next five fiscal years the capital improvement project expenditures and funding sources. This schedule is included in the annual budget publication.

Key contact person for external auditors during the Annual Single Audit (Grants Program and PFC Program), the Capital Improvement Program and Fixed Assets audits, during the Interim audit and Fiscal

Year-End audit.

- Coordinates with P&D and Program consultants on the recording of project costs for the Master Plan projects in Oracles.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Accounting, Finance, Business or Public Administration, or closely related field from an accredited college or university.

PREFERRED QUALIFICATIONS

- Progressively responsible experience at a medium or large government entity, preferably within the aviation sector.
- Strong leadership, communication, and presentation skills
- Understanding of airport capital budget cycles, federal and state grant programs, regulations affecting such grant programs, and business principles that relate to management of airport operations and facilities.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Capital Improvement Programs, funding sources, state and federal grant funding and billing, project payments, and fixed assets management.
- Skilled and versatile in the management of financial teams, to include accountants, while demonstrating proficient interpersonal and technical skills to maintain effective working relationships with leaders in partnership with Authority departments, as well as key governmental contacts with whom the Authority regularly interacts.
- Ability to demonstrate workload management, flexibility, and leads process refinements collaboratively within a rapidly changing work environment.
- Ability to interact with all levels within the organization with dignity and respect, listen closely and communicate openly, honestly, and directly.
- Ability to take on new opportunities and tough challenges with a sense of urgency.

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Projects Control Senior Analyst

POSITION OVERVIEW

Reporting to the Director of Development Program Services this position performs project control management functions by managing, coordinating and reporting of medium sized construction projects (ranging from $100k to $75 million) for the Authority.

POSITION ROLES & RESPONSIBILITIES

Performs project management administration work by managing, coordinating and reporting of medium sized projects (ranging from $100k to $75 million)

Review invoice and pay applications, change orders and work orders

Enforce compliance with Authority Policy and Procedures

Manage the active and proposed Capital Improvement Program and assist in the preparation of the initial and updated PMPs for submission, review and approval by the Development Committee

Review Capital Improvement Program schedules and their compliance with the Strategic Business Plan goals and provide monthly cash flow analysis

Review individual Project Management Plans (PMP) for projects to be added to the Master Schedule for completeness and accuracy

Prepares and/or monitors project budgets, monitors status of allocated funds and controls expenses.

Formulation, maintenance and evaluation of the monthly Master Schedule and the 5, 10 and 20 year Capital Improvement Program schedules and their compliance with the goals and objective of the Strategic Business Plan

Manage the Primavera Contract Manager (Project Management System – P6) and associated database

Coordinate outside requests (Census Bureau, Insurance, Bonding, and outside auditors)

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four-year degree-granting college or university in construction management, finance or accounting,
- Experience in developing and processing project management documentation including schedules, budgets, cash flow and knowledge of processing project design and construction documentation.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of project management theory, techniques, and tools
- Ability to effectively coordinate resources and manage these resources to a successful project outcome
- Ability to analyze the risks and future impact of decisions
- Ability to establish and maintain effective working relations with others within and outside own organization
- Ability to collect, organize and analyze data and develop logical conclusions
- Proficient in Microsoft Excel
- Working knowledge in Construction management software (Prolog, Primavera) is a real plus

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JOB POSTING

Projects Maintenance Superintendent

POSITION OVERVIEW

Performs supervisory and technical duties planning and directing the maintenance and repair of internal and external structures and facilities, or operating, maintaining and repairing mechanical and electronic equipment.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of employees and monitors contractors engaged in building maintenance and repair; installation, inspection, maintenance, and repair of air conditioning, heating, refrigeration systems, mechanical equipment, specialized equipment, pavements, outside structures, or major electronic systems.

Establishes preventive maintenance programs, procedures and schedules; supervises an equipment safety inspection program and makes periodic inspections to ensure proper maintenance of equipment.

Reviews contract bids and inspect work performed by contractors to ensure conformance to specifications and contract integrity; brings contract inadequacies to the attention of management, and follows up to ensure correction of contract performance.

Requisitions and maintains replacement parts and materials in central stock to allow timely completion of assignments.

Prepares technical specifications for equipment acquisition.

Provides technical advice and assistance to subordinates; trains personnel in safety procedures and operating standards.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience as the supervisor of either a construction work crew or in the area of facility maintenance and repair.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of one or more, of the following or a combination thereof: buildings and other physical structures, mechanical equipment and systems, vehicular and stationary equipment, or electronic systems.

- Considerable knowledge of codes, rules, regulations, and requirements pertaining to the area(s) of responsibility.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to locate, analyze, and diagnose structural deficiency or equipment malfunctions.
- Ability to establish and maintain effective working relationships with subordinates, peers, and others.
- Skill in the application of supervisory techniques.

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JOB POSTING

Projects Maintenance Supervisor

POSITION OVERVIEW

The ideal candidate for this position has supervisory, leadership and technical experience involving maintenance, repair, and construction of buildings, grounds, and related systems and equipment to maintain facilities. Administrative duties include estimating materials and determining equipment needs to perform tasks; coordinating employee training; supervising personnel to address employee issues to include coaching and employee support; performance evaluations; time clock management; and construction project coordination. Candidates must have the ability to use computer software for a variety of tasks, have excellent verbal and written communication skills, and strong ability to make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Supervises, monitors, prioritizes, participates in, and inspects work activities of employees to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions and safety standards and to ensure operational efficiency and a safe working environment.

Establishes preventive maintenance programs, procedures and schedules; supervises an equipment safety inspection program and makes periodic inspections to ensure proper maintenance of equipment.

Requisitions equipment, tools and materials in a timely manner to ensure maintenance and construction schedules are met.

Plans job layouts, estimates materials, determines equipment and tools, and makes drawings or sketches necessary for maintenance personnel to properly perform work assignments.

Performs employee performance evaluations.

Provides technical advice and assistance to subordinates; trains personnel in safety procedures and operating standards.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED with seven (7) years of work experience in construction, maintenance, or the skilled trades; and including two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS

- An equivalent combination of education, training, and experience would reasonably be expected to provide the essential functions noted for this position.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the construction, repair, and maintenance of buildings, grounds, and related systems and equipment.

- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, and related systems and equipment.
- Working knowledge of the organization's procurement system.
- Skill in the application of supervisory techniques.
- Skill in overseeing and performing routine repairs, maintenance, or construction of buildings, grounds, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and oversee the work of others.
- Ability to establish and maintain effective working relationships with subordinates, peers, and others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.

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JOB POSTING

Property Control Specialist

POSITION OVERVIEW

A property control specialist is responsible for managing and controlling an organization's property and inventory. This may include physical assets such as equipment, furniture, and supplies. The duties of a property control specialist may include creating and maintaining an inventory of all organizational assets, conducting regular audits to ensure accuracy and compliance with policies and regulations, tracking the movement of assets within the organization, and developing and implementing procedures for the disposal of assets.

POSITION ROLES & RESPONSIBILITIES

Performs delivery of goods received

Establishes and maintains methods, procedures, and records to account for equipment purchases using computer operated software

Maintains current records for a wide variety of accountable equipment and materials

Issue inventory items to customers utilizing electronic scanners

Performs the receiving processes for items delivered, including checking for damage, and verifying quantities

Perform daily cycle counts

Maintains an inventory of parts and equipment on hand

Coordinates with property custodians to ensure all property is accounted for

Researches specifications to assist in determining appropriate equipment to purchase and prepares requisitions

Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition

Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value

- Disposes of surplus property and accounts for all funds generated through these sales.
- Assists with the Authority's Fuel Management System, including monthly reporting.
- Initiates forms for the transfer of equipment.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Of experience in property control of capital assets

LICENSES AND CERTIFICATIONS

- Valid Class E Florida drivers license Upon Hire Required
- Forklift Certification within 90 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Able to become forklift certified and able to lift 50 lbs.
- Working knowledge of property control, and inventory procedures.
- Working knowledge of rules and regulations governing procedures for the disposal of surplus property.
- Working knowledge of the functions, services, procedures, and regulations of the unit or department to which assigned.
- Working knowledge of purchasing, storekeeping, and property control practices.
- Working knowledge of property depreciation procedures.
- Skill in performing mathematical calculations and applying property and inventory control practices.
- Ability to maintain records of equipment, purchases, and surplus property.
- Ability to develop and maintain a database to verify proper identification of property and equipment.
- Ability to use a computer and related software.
- Ability to maintain work-related records and prepare reports.
- Ability to prioritize workload.
- Ability to work effectively with others.
- Ability to prove own work and the work of others.

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JOB POSTING

Public Administrative Specialist I

POSITION OVERVIEW

This position will be responsible for various complex administrative duties under general supervision, while supporting the Tampa International Airport Police Department. This position will ensure accurate and efficient completion of assigned duties. The Public Administrative Specialist I will also be responsible for ensuring policies, procedures, and forms are updated accordingly.

POSITION ROLES & RESPONSIBILITIES

Performs various complex administrative, and confidential functions and duties supporting a divisional manager and other professional staff.

Ensures accurate typing, entering and maintaining of information into databases, updating files, processing forms. Maintains knowledge of the Tampa International Airport Authority and Police Department policies and procedures.

Completes daily dissemination of reports and ensures accurate logs for records data.

Researches and responds to requests for information and assistance, and determines priority status and refers to divisional manager as needed.

Complete weekly and monthly assigned reports as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

PREFERRED QUALIFICATIONS

- Associate's Degree Security and Emergency Management, Criminal Justice, Public Administration, Business, Administrative Support, or related field.
- Of Administrative/Secretarial experience

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procedures, policies, and rules of assigned departments.
- Knowledge of processing administrative procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.

- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and airport customers with courtesy and professionalism.

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JOB POSTING

Public Administrative Specialist II

POSITION OVERVIEW

This position will be responsible for various complex administrative and financial duties under general supervision, while supporting the Tampa International Airport Police Department. This position will ensure accurate and efficient completion of assigned duties. The Administrative Specialist II will also be responsible for ensuring policies, procedures, and forms are updated accordingly.

POSITION ROLES & RESPONSIBILITIES

Provides administrative and technical support for the department to include the developing, maintaining, and implementing of administrative procedures.

Completes daily dissemination of reports and ensures accurate logs for records data.

Researches and responds to requests for information assistance and determines priority.

Complete weekly and monthly assigned reports as required.

Assist divisional manager in maintaining financial accuracy of department budgets.

Issues uniforms and equipment during onboarding of new public safety & security employees.

Maintains office supplies and equipment inventory by checking on stock, anticipating future needs and placing orders as necessary.

Maintains uniform inventory for traffic division.

Maintains and reconciles purchasing cards as directed by the Hillsborough County Aviation Authority.

Provides expert training and development of Administrative Specialist employees.

Generates invoices for extra duty assignments.

Completes developmental assignments for the department as needed.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited College or University, with a focus on Security and Emergency Management, Criminal Justice, Public Administration, or Business.

LICENSES AND CERTIFICATIONS

- Notary - Notary - State Certification within 90 Days Preferred

PREFERRED QUALIFICATIONS

-
- Experience managing the administrative functions of a department with responsibilities that directly relate to the essential position functions.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procedures, policies, and rules of assigned department.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist managers or other professional staff.
- Ability to handle restricted, sensitive, and confidential information.
- Excellent written and verbal communication and interpersonal skills
- Strong attention to detail and quality
- Requires the ability to organize and prioritize work assignments to optimize service level.
- Excellent organizational and time management skills.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Experience with Oracle expense reporting or other similar systems is required.
- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Ability to multi-task effectively

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JOB POSTING

Public Safety Administration Manager

POSITION OVERVIEW

This civilian manager position oversees the Administration Unit of the Police Department. This position provides administrative, financial, and support services for the department. This position reports directly to the Chief of Police.

POSITION ROLES & RESPONSIBILITIES

Manages the Public Safety Administration Unit of the Police Department, establishing administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel.

Prepares budget documents, monitors allocated funds' status, and controls expenses.

Conducts technical analysis and evaluations of data using financial and police reports.

Responds to requests for statistical information from databases and formulates and edits monthly reports.

Coordinates with other units within own organization and external agencies/departments to ensure efficient flow of communications and service; interprets, explains, and ensures compliance with program requirements, regulations, and procedures, including coordinator/administrator for the TIAPD with Florida Department of Law Enforcement (FDLE) Uniform Crime Reporting, Florida Incident Based Reporting (FIBRS), and Use of Force Reporting.

Acts as department Records Custodian and oversees public records requests, sealing/expungement, and records retention in compliance with state records laws.

Participates and represents the department in meetings concerning records management, administrative staff duties, computer software upgrades, technical workgroup meetings, and other meetings as directed.

Subject matter expert for the department with managerial responsibility for preparing Florida Contraband and Forfeiture reports for FDLE and the Department of the Treasury.

Manages special projects involving records and reports as assigned. Prepares descriptive reports, utilizing detailed charts and diagrams. Prepares detailed executive summary reports and staff proposals.

Sound understanding of managerial responsibility of records management systems, procurement process, and financial reporting.

Provides supervision, guidance, training, and motivation to assigned personnel; coordinates functions; assigns, monitors, and reviews work of subordinate staff; evaluates performance and initiates corrective action, as needed.

Performs other related duties as required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- of experience within a law enforcement agency
- Experience may be substituted for education on a case-by-case basis.

PREFERRED QUALIFICATIONS

- of which must have been in a supervisory capacity,

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of public records law requirements and Uniform Crime Reporting guidelines.
- Knowledge and proficiency within law enforcement record management systems.
- Skill in using computers, computer-related software or programs, charting, and graphing data.
- Skill in communication and effective writing.
- Skill in interpretation and analysis of financial data.
- Ability to handle restricted, security-sensitive, and confidential information.

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JOB POSTING

Public Safety Compliance Manager

POSITION OVERVIEW

Reporting to the Captain of Public Safety and Security the Airport Police Compliance Manager is responsible for maintaining the accreditation files for the Tampa International Airport Police Department.

POSITION ROLES & RESPONSIBILITIES

Maintains training records to meet CALEA/CFA and CJSTC standards

DAVID audits

Lost and Found and Evidence Audits

Random audits of police reports

Random audits of background investigation reports

Random audits of Investigative reports

Payroll and staffing audits

Creates analytical reports on crime trends and other reports as directed

Procter entry and promotional exams

Prepare and publish department reports to internal and external sources

Able to make presentations to internal and external groups

Assist in the preparation and archiving of operational plans

Testing/drills of response procedures

Vehicles and equipment

Random audits of K9 TSA Reports and deadlines

Audits of Explosive Training aids inspections

Inspections of Issued equipment

Initial screening of job applications

Analytical reports as directed

Job task analysis as directed

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Business Management, Business Administration or Criminal Justice (or similar discipline)
- Manager's experience and training for CALEA or the Commission for Florida Law Enforcement Accreditation, graduate of a Law Enforcement Academy and present or past CJSTC Certification as a law enforcement officer

PREFERRED QUALIFICATIONS

- Ideal candidate will have experience managing work groups in a public safety agency and/or experience as a trainer in a public safety agency.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of policies, procedures, and rules of the assigned department function or operation.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of public records law requirements and Uniform Crime Reporting guidelines.
- Knowledge and proficiency within law enforcement record management systems.
- Skill in the use of computers, computer-related software or programs, charting, and graphing of data.
- Skill in communication and effective writing.
- Skill in interpretation and analysis of law enforcement data.
- Ability to handle restricted, security-sensitive, and confidential information.

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JOB POSTING

QA/QC Maintenance Inspector

POSITION OVERVIEW

The ideal candidate for this position has four to six years of experience in the operation, maintenance, repair, and inspection of airport terminal buildings or campus facilities. Administrative duties include conducting quality assurance inspections of completed work; coordinating and overseeing contractor performance; and project coordination. Individual should possess ability to use computer software for a variety of tasks, excellent verbal and written communication skills, and strong ability to make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Responsible for performing inspections of all HCAA facilities in order to verify job performance of contractors. Facility areas include;

- Restrooms – cleanliness and condition of fixtures
- Carpeting and flooring cleanliness and condition
- Lighting
- Seating condition
- Condition of walls
- Cleanliness of glass
- Ticket counter areas
- Curbside
- Air conditioning
- Gate lounge areas
- Elevators and escalators
- Shuttle stations and Shuttle Car interiors
- TSA Screening areas
- Loading Docks, Dumpsters, and Compactor areas

Develops facility quality inspection reports

Performs field inspections and quality assurance of building maintenance projects.

Attends and participates in building maintenance project meetings to keep Project Manager apprised of project progress, status, quality and schedule.

Identifies and evaluates potential new observed hazards and implements controls as contractor's scope of work changes; ensures work is authorized and released in accordance with approved guidelines

Documents and reports all work deficiencies to Project Manager.

Coordinates contractor work schedules on various shifts including providing escort to contractors as needed

Performs other related duties as required

Must be able to work weekends, holidays, and shift work when required

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

-
- Of work experience in maintenance or operations of a large commercial facility
- Of contracts management experience of a large commercial facility or an equivalent combination of education, training and experience that would reasonably be expected to provide the job specific competencies as noted.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations, and operational requirements of the organization.
- Working knowledge of accepted methods, practices, and procedures used in the repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools, and materials used in the repair and maintenance of buildings, grounds and roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the repair and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to plan, organize and oversee the work of others.

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JOB POSTING

Real Estate Project Manager

POSITION OVERVIEW

Tampa International Airport (TPA) is the premier gateway to the West Coast of Florida with a market area of 7.3 million people living within a two-hour drive. The airport serves approximately 17 million passengers per year with 77 domestic and international destinations. Major airlines at TPA include Southwest Airlines, Delta Airlines, JetBlue Airways, United Airlines, American Airlines, Spirit Airlines, Frontier Airlines, British Airways, Copa Airlines, and Edelweiss Air. The airport is renowned for its excellent facilities and relentless focus on customer service. Travel and Leisure Magazine recently ranked TPA second among all U.S. airports, while industry benchmark ASQ ranks TPA third best globally for its category. Reporting to the General Manager of Real Estate The successful candidate will provide project management, contract expertise, and technical analysis to internal and external customers in compliance with regulatory and Authority policies and procedures to meet business, contract, and revenue goals. Performs project management duties with detailed complexity, with responsibility for projects from initial concept through completion, including analysis, planning, and organizing; writes, interprets, and presents contracts and supporting documents; and ability to lead a team to ensure successful outcome of a project. Operates within tight timelines to achieve project and Authority objectives.

POSITION ROLES & RESPONSIBILITIES

Establishes effective project/program outcomes and schedules and ensures successful completion of project.

Proactively acts on project management, administrative, and operational issues.

Personal interaction with aviation and non-aviation customers to identify and meet contractual and facility needs, including site visits on airport property.

Analyzes, manages, interprets, and drafts aeronautical and non-aeronautical operating agreements, leases, and other airline-related service agreements.

Manages Board process, including drafting Board documents, discussing contract terms with customers, gathering necessary documents and tracking internal approvals, and following Board processes.

Prepares and delivers financial analyses, contract abstracts, and verbal and written presentations.

Works with internal and external departments and legal counsel to ensure compliance with federal, state, local rules and regulations and Authority policies and procedures.

Prepares and evaluates solicitations for professional services, including surveys, appraisals, and title searches.

Prepares and monitors project budgets, monitors allocated funds, and controls expenses.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university
- Associate's Degree From an accredited college or university
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- Of contract writing and program/project management experience directly related to the position responsibilities
- Of contract writing and program/project management experience directly related to the position responsibilities
- Of contract writing and program/project management experience directly related to the position responsibilities.

KNOWLEDGE, SKILLS & ABILITIES

- Experience in project management, contract language and interpretation, business negotiations, and financial analyses.
- Contract knowledge, including interpreting, drafting, and explaining contract terms.
- Experience leading teams and comfort in public speaking.
- Established critical thinking and problem-solving skills.
- Meticulous attention to detail.
- Self-regulating, including independent follow-up.
- Proactive, highly organized practices.
- Ability to effectively manage resources to a successful project outcome.
- Strong financial skills, including using Excel in the preparation of ROIs and Pro Formas.
- Skilled in Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to establish and maintain effective working relationships within and outside the Authority.
- Talented at working effectively in a team environment.
- Demonstrated ability to use initiative, think independently, and exercise sound judgment.
- Demonstrated ability to maintain confidence, as necessary.
- Ability to collect and analyze data to develop logical conclusions.
- Proficient in effective and concise communications, both orally and in writing.
- Ability to gain expertise in federal grant assurances and aeronautical operations and real estate guidelines, rules, and regulations.

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reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

JOB POSTING

Records and Information Analyst I

POSITION OVERVIEW

This position is responsible for the creation and maintenance of a Records Management Program for the Authority in line with standards set forth by the State of Florida. The Analyst will Manage and implement a Records Management System and apply records retention schedules to documents created at the Authority.

POSITION ROLES & RESPONSIBILITIES

Develop and continue to enhance the records-management program and system.

Generate and implement policy on records management best practices.

Communicates with RIC management in the development and update of procedures for the records management program.

Evaluate current digitized records and ensure they meet Florida standards under administrative code Rule 1B-26.003.

Run reports monthly to show usage of the records management system.

Develop training for internal staff members.

Periodically audit departmental usage of the records management system to maintain compliance with the records management program.

Responds to questions from internal and external customers on matters relating to records management program/system.

Participates in departmental projects as assigned.

Participates in cross-training to ensure proper backups are in place so the unit continues to run smoothly during times of absenteeism.

Collaborates with RIC Management and provides information on retention standards to internal staff.

Implement and maintain records retention schedules for Authority departments.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Records Management

- Experience implementing a Records Management Program

PREFERRED QUALIFICATIONS

- Bachelor's Degree

KNOWLEDGE, SKILLS & ABILITIES

- Possess expert organizational skills.
- Ability to analyze and document operations and processes and apply knowledge of records management principles and standards.
- Knowledge of records management principles and policy management.
- Ability to manage complex projects and execute the records management plan.
- Knowledge and familiarity with State of Florida retention guidelines
- Ability to handle restricted, sensitive, and confidential information
- Ability to use tact in communicating with others and able to resolve issues as they arise constructively
- Ability to establish and maintain effective working relationships with others within and outside their organization.
- Ability to take the initiative and exercise sound judgment
- Advanced communication and writing skills
- Ability to create solutions to problems using new methods and processes

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JOB POSTING

Records and Information Coordinator

POSITION OVERVIEW

Performs day-to-day operational and administrative tasks within the Records and Information office, responding to requests for public records for the Aviation Authority. This position coordinates with the Records and Information Manager and legal on subpoenas, discovery, and requests for documents on a routine basis.

POSITION ROLES & RESPONSIBILITIES

Responsible for processing public records, subpoenas, and discovery requests received daily; compiles documents within RIC systems and coordinates with other departments should additional documentation be required.

Performs 1st level redactions on all public records requests and sends to Records and Information Manager for quality control process; may include the redaction of confidential information; disseminates report within 72 hours of final quality approval.

Performs 2nd level redaction review process for Police and CAD reports sent by Records Technician.

Transfers all board-approved documents to P8 within two weeks of the Board meeting completion date; responsible for ensuring all board items are accounted for and contacting departments when records are missing.

Executes all orders for expungement and sealing of records.

Collaborates with RIC Management and provides information on retention standards to internal staff

Responds to questions from internal and external customers on matters relating to records requests

Maintains timely and accurate up to date information on RIC team logs, including public records log, destruction log, cash receipts log, etc.

Maintains forms used in Authority departments.

- Participates in cross-training to ensure proper backups are in place so the unit continues to run smoothly during times of absenteeism
- Serves as backup to Records and Information Technician in preparing files for destruction with the City of Tampa; serves as liaison to the Maintenance department to coordinate delivery of dumpsters and assignment of Maintenance staff to assist in moving boxes into the dumpster for City pickup.
- Serves as backup to Records and Information Technician for processing and redacting CAD reports; sends approved reports to requestors within 72 hours of final approval.
- Acts as back-up to Records Technician for daily cash receipts.
- Participates in departmental projects as assigned
- Communicates with RIC management in the development and/or update of procedures for the daily tasks within the RIC office.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Graduation from an accredited four-year degree-granting college or university.
- Of experience directly related to the position duties

KNOWLEDGE, SKILLS & ABILITIES

- Incumbents must have familiarity with state archival guidelines and the ability to research and provide accurate retention standards to internal and external customers.
- Knowledge and familiarity with State of Florida laws governing public records.
- Knowledge of procedures, policies, and rules of assigned division or unit.
- Ability to handle restricted, sensitive, and confidential information
- Ability to use tact in communicating with others and able to constructively resolve issues as they arise
- Excellent organizational skills
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to communicate effectively, orally and in writing.
- Ability to create solutions to problems using new methods and processes.

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JOB POSTING

Records and Information Manager

POSITION OVERVIEW

Tampa International Airport is seeking an innovative leader to manage the Central Records department at the Aviation Authority. This role is responsible for managing agency's records and information management function and setting goals and strategic direction. The Central Records department manages the retention, storage and eventual disposal of physical and electronic records and oversees mailroom activities for the Aviation Authority. This position serves as the Aviation Authority's chief records custodian and subject matter expert for the management of physical and electronic records generated and maintained by the Aviation Authority. The Records and Information Management Manager is responsible for directing people and programs to develop and realize the agency's records and information management vision through strategic and business planning. The ideal candidate will have outstanding interpersonal and supervisory skills, a positive attitude, integrity, flexibility and possess comprehensive management and leadership skills. The person selected as the Records and Information Management Manager will have a unique opportunity to help move the Aviation Authority into a state of the art electronic records management program.

POSITION ROLES & RESPONSIBILITIES

Manages the Aviation Authority’s records management program, which includes the identification, classification and indexing of documents, the conversion of printed records eligible for alternative storage media and the retention of records.

Maintains liaison with state archival officials to establish and provide retention and disposal standards and schedules for records and ensures agency compliance.

Oversees the handling of public records requests and ensures compliance with Public Records Laws.

Initiates and coordinates public records training.

Interacts with department records custodians to ensure proper handling and archiving of department documents.

Responsible for managing the Authority’s mailroom, including the sorting and delivery of incoming mail, preparation and sending of outgoing mail and delivery of inter-office mail.

Ensures packages received are logged into the Delivery Tracking System.

Oversees the logging of incoming cash and credit card payments received by the Authority.

Maintains master record of all standard agency forms.

Acts as a business liaison with other departments to ensure appropriate information management practices and controls are in place to meet relevant information risk, policy, and regulatory requirements.

Assesses the activities of the team and recommend process improvements measured against national standards.

Ensures appropriate controls are in place to enforce the confidentiality, privacy and security obligations for protected information working closely with Information Technology Services to identify evolving data protection risks, threats, trends, and tools

Keeps current with information technology, related legal and industry standards, regulations and emerging practices and their impact on the planning and implementation of the records management program.

Manages, directs, and coordinates department activities; works with personnel to establish schedules and methods; develops and implements policies and procedures; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products methods and procedures; and reviews and approves time, reimbursement requests and purchases.

Responsible for the selection, supervision and evaluation of assigned staff and ensures appropriate training is provided. Leads a team of direct reports in an ongoing coaching environment, focusing on continuous process improvement.

Develops team goals, long and intermediate strategies and priorities. Develops a business plan that ensures the accomplishment of the team goals and objectives for the different disciplines of records management. Tracks team goals and objectives, analyzes team activities and prepares reports.

Develops and monitors budget and forecasts the needs for staffing, equipment, materials, and supplies.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory or lead capacity

LICENSES AND CERTIFICATIONS

- Certification in records and/or information management Preferred

PREFERRED QUALIFICATIONS

- Associate's Degree Or higher degree from an accredited college or university

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated knowledge and understanding of principles, practices, and methods of records management, which include identification, storage, circulation, retention, and disposal of records; strategies, tools, and technologies used to capture, manage, store, preserve and deliver information manually or electronically.
- Demonstrated experience working with an electronic records management system such as P8 or Laserfiche.
- The ability to pass a pre-employment drug screen, credit check, and FBI/TSA background check.
- Participate in continuing education, research, networking, and professional and industry organizations to develop, maintain, and advance competencies.
- Effectively manage during periods involving changes in tasks, work environment, or conditions affecting the organization.
- Partner with Information Technology Services to develop best practices and procedures related to managing electronic information repositories.
- Work closely with the Legal Affairs department, coordinating records requirements and providing research in support of Public Records requests.
- Considerable knowledge of data structure and information flow to enable one to review, recommend, and revise organizational business policies to achieve compliance with technology, legal, and records requirements.

- Seek out electronic document imaging technology best practices for upgrading production capabilities on an agency-wide base.

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JOB POSTING

Records and Information Technician

POSITION OVERVIEW

Performs a variety of clerical and administrative tasks for the Records and Information Office, including maintenance of file systems, logs and records; and typing, and compiling information and delivering inner office mail.

POSITION ROLES & RESPONSIBILITIES

Maintains basic manual and automated file systems or assists in the maintenance of a large files in the Records and Information Office.

May codes, classify, post and compiles information for use by others.

Receives, verifies and registers documents; assigns file number and affixes seal as appropriate.

Reviews forms, documents and other materials for accuracy and completeness.

Provides assistance to staff and public as required.

Responds to inquiries and searches files for requested information.

Compiles data, computes and verifies figures.

Maintains logs and records of equipment, inventory, costs, services performed, documents received, and charges to be assessed; may also maintain employee attendance and leave records.

Operates office equipment such as adding machines, copiers, telephones, shredders, and postage meters.

Operates data processing equipment.

Types forms, vouchers, requisitions, invoices, notices, schedules, legal documents, and other materials; types from rough drafts or combines data from multiple sources.

Performs other clerical duties such as photocopying; ordering and issuing supplies; and sending, receiving, sorting, and distributing mail.

Performs other related duties as required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of clerical experience
- An equivalent combination of education, training and experience

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of procedures, policies, and rules of assigned division or unit.
- Knowledge of processing administrative and secretarial procedures, such as word processing, files and records maintenance, transcription, and other related procedures.
- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Skill to carry out complex administrative, secretarial, and confidential duties to assist the division manager, senior division manager, or other professional staff.
- Skill in the use of computers, computer-related software or programs, local networks, databases, and internet search engines.
- Skill in communication and effective writing.
- Ability to transcribe documents and information from different sources.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to serve the public and represent the County with courtesy and professionalism.

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JOB POSTING

Refrigeration Air Conditioning Mechanic I

POSITION OVERVIEW

erforms duties assisting higher level mechanics in maintaining and repairing various types of refrigeration, air conditioning and ventilating systems.

POSITION ROLES & RESPONSIBILITIES

Assists in installing, maintaining and repairing all types of refrigeration, air conditioning and ventilating equipment, such as, central, wall and window air conditioning units; exhaust fans and blowers; walk-in and chest type freezers; ice machines and water coolers.

Assists in repairing, replacing and checking pressure relief valves.

Operates refrigeration gauge, volt/ohm meter, vacuum pump, recovery systems, welding equipment and other related tools and equipment.

Performs related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Completion of the tenth grade;
- Of experience assisting in the maintenance and repair of refrigeration, air conditioning and ventilation equipment.
- Any equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of safety requirements.
- Some knowledge of refrigeration and air conditioning operating principles.
- Some knowledge of the electrical aspects of refrigeration, air conditioning, and ventilation systems.
- Skill in working with tools.
- Ability to diagnose HVAC equipment using laptop and handheld devices.
- Ability to diagnose and repair boiler equipment.
- Ability to climb ladders.
- Ability to work in high places.
- Ability to lift and carry up to 30 pounds.
- Ability to read and understand job-related material.
- Ability to read and understand basic mechanical and electrical diagrams.
- Ability to follow established procedures.

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JOB POSTING

Refrigeration Air Conditioning Mechanic II

POSITION OVERVIEW

Performs skilled duties installing, maintaining and repairing various types of refrigeration, air conditioning and ventilating systems.

POSITION ROLES & RESPONSIBILITIES

Installs, maintains and repairs all types of refrigeration, air conditioning and ventilating equipment, such as, central, wall and window air conditioning units; exhaust fans and blowers; walk in and chest type freezers; ice machines and water coolers.

Troubleshoots mechanical problems and takes appropriate action.

Schedules preventative maintenance and repairs.

Prepares drawings and sketches as required. Requisitions and maintains a supply of replacement parts.

Operates refrigeration gauge, volt/ohm meter, vacuum pump, recovery systems, welding equipment and other related tools and equipment.

May lead and instruct lower level workers.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Completion of the ninth grade
- Of experience in the maintenance, repair and installation of refrigeration, air conditioning and ventilation equipment
- An equivalent combination of education, training and experience

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of safety requirements.
- Working knowledge of refrigeration, air conditioning, and ventilation equipment operating principles.
- Working knowledge of the electrical aspects of refrigeration and air conditioning units.
- Skill in working with tools.
- Ability to diagnose HVAC equipment using laptop and handheld devices.
- Ability to diagnose and repair boiler equipment.
- Ability to troubleshoot and diagnose mechanical and electrical problems.
- Ability to climb ladders.
- Ability to work in high places.
- Ability to lift and carry up to 30 pounds.

- Ability to follow oral and written instructions.
- Ability to work effectively with others.
- Ability to read and understand mechanical and electrical diagrams.

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JOB POSTING

Refrigeration Air Conditioning Mechanic III

POSITION OVERVIEW

The Refrigeration Air Conditioning Mechanic III is a highly skilled professional responsible for installing, troubleshooting, and repairing industrial HVAC systems, primarily found in large industrial facilities like airports. The ideal candidate should have experience working with various systems, such as chiller plants, automated building control systems, mechanical codes, and project inspections. This position requires the ability to estimate materials and equipment needs, prioritize work, provide on-the-job training to junior technicians, supervise contractors, and ensure exceptional customer service when addressing temperature concerns. The Refrigeration Air Conditioning Mechanic III must be flexible, adaptable to changing priorities, and available for emergencies during nights, weekends, and holidays.

POSITION ROLES & RESPONSIBILITIES

Installation, Troubleshooting, and Repair:

- Install, troubleshoot, and repair refrigeration, air conditioning, and ventilation equipment, including central, wall, and window air conditioning units, exhaust fans and blowers, walk-in and chest freezers, ice machines, and water coolers.

Preventative Maintenance and Scheduling:

- Schedule and perform preventative maintenance on HVAC systems.

Drawings and Inventory:

- Prepare necessary drawings and sketches for installation and repairs.
- Requisition and maintain a supply of replacement parts.

Equipment Operation:

- Operate refrigeration gauges, volt/ohm meters, vacuum pumps, recovery systems, welding equipment, and other related tools and equipment.

Supervision and Inspection:

- Assign, supervise, and inspect the work of lower-level workers, providing on-the-job training as needed.
- Supervise contractors and conduct project inspections.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- of experience in the maintenance, repair and installation of refrigeration, air conditioning and ventilation equipment.

- Any equivalent combination of education, training and experience

LICENSES AND CERTIFICATIONS

- Certified HVAC Technician Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of refrigeration, air conditioning, and ventilation operating principles.
- Considerable knowledge of safety requirements.
- Considerable knowledge of the electrical aspects of refrigeration, air conditioning, and ventilation equipment.
- Skill in the application of supervisory techniques.
- Skill in working with tools.
- Ability to diagnose HVAC equipment using laptop and handheld devices.
- Ability to diagnose and repair boiler equipment.
- Ability to troubleshoot and diagnose refrigeration and air conditioning mechanical and electrical problems.
- Ability to climb ladders.
- Ability to work in high places.
- Ability to lift and carry up to 30 pounds.
- Ability to prioritize work.
- Ability to read and understand mechanical and electrical diagrams.
- Ability to work effectively with others.

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JOB POSTING

Research Data Analyst

POSITION OVERVIEW

Reporting to Senior Manager of Business & Market Intelligence, the Research Data Analyst develops data driven insights that support the Airport's air service development efforts, marketing strategies and general strategic objectives. This position primarily focuses on data & analytics and leverages existing tools to support the Airport's business & market intelligence efforts. Research tasks include both ongoing and ad hoc requests as well as both quantitative and qualitative projects.

POSITION ROLES & RESPONSIBILITIES

Performs routine business analyses of primary and secondary data sources (i.e. advanced statistical analysis, data mining, etc…) to synthesize research data into logical conclusions in support of the Airport's strategic business plan.

Researches best practices and supports developing the solutions and recommendations for the current business operations.

Manages assigned projects and ensures the accuracy and adequacy of technical work.

Assists in the development of world-class multi-media presentations and written reports of research results, findings, and recommendations.

Maintains and organizes all research data files and reports related to assigned projects.

Assists in providing analytical support to individual business units within the Airport.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in Data Analytics, Business Analytics or other related field, with verifiable coursework in statistics and/or quantitative research methods
- Of experience directly related to the position duties
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies

KNOWLEDGE, SKILLS & ABILITIES

- Must have experience in data mining and being able to "tell a story" with numbers
- Ideal candidates will have experience using Microsoft office products, such as Excel and PowerPoint, as well as data visualization tools, such as PowerBI, and survey platforms, such as SurveyMonkey and Alchemer

- Must be able to work independently under tight deadlines/quick turnarounds with minimal supervision and direction
- Ability to communicate technical analyses in a language that conveys the findings in a comprehensible manner to the professional layperson
- Present effectively both orally and in writing, with strong attention to detail and delivery of error-free work
- Highly motivated individual with the ability to work effectively with others in a team environment

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The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Risk and Claims Manager

POSITION OVERVIEW

The Risk and Claims Manager performs supervisory and administrative work reviewing and ensuring that contractors, subcontractors, vendors, suppliers and tenants doing business with the Aviation Authority have sufficient insurance coverage. Obtains and maintains underwriting information for Authority procured insurance coverages. Adjusts, reviews and negotiates property, automobile, liability and workers' compensation claims on behalf of the Authority. Assists in implementing loss prevention/inspection programs including, safety training, safety committee facilitation, as well as OSHA and SMS compliance. The position also performs a wide range of supervisory duties supporting the Authority's Risk and Insurance Program including overseeing the administrative function of the Risk Management support team.

POSITION ROLES & RESPONSIBILITIES

Assists in the review of contracts, procurement solicitations, leases, and other agreements to verify/revise insurance language and establish threshold insurance limits.

Tracks and ensures that contractors, subcontractors, vendors, suppliers and tenants comply with insurance requirements throughout the contractual term and period of exposure to loss.

Collects, updates and maintains underwriting data for the annual insurance policy renewal process.

Assists with the maintenance of claims log and monitors processing of general liability, auto liability and property and casualty insurance claims to ensure accurate and timely adjudication and settlement.

Oversees, investigates, collects and coordinates the adjudication of bodily injury and property damage claims by or against the Authority.

Assists with the investigation of incidents that could result in compensatory events with insurance companies.

Verifies performance and payment bonds with issuing institution/bank

Supports efforts to control and plan for institutional risks

Supports Airport Safety initiatives, including participation on the Safety Committee, safety training and procedures

Conducts facility inspections when necessary

Updates and facilities implementation of risk management policies, procedures and forms

Oversees the administrative function and processes of the Risk Management Support staff

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the

employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Risk Management, Insurance, Business Administration or other related field.
- Three (3) years Experience in risk management, insurance, claims adjusting, safety, risk reduction,
- An equivalent combination of experience may substitute for educational requirements

PREFERRED QUALIFICATIONS

- Two (2) years Experience with PROPworks® Property and Revenue Management System, risk management information system(s)

KNOWLEDGE, SKILLS & ABILITIES

- Strong interpersonal skills are required.
- Ability to work effectively with members of the general public, vendors, and internal staff.
- Ability to monitor, oversee and provide guidance to other employees supporting Risk Management efforts.
- Ability to communicate effectively both orally and in writing.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to handle confidential information.
- Must be self-motivated, organized, and able to perform tasks independently.
- Attention to detail is a must.
- Analytical problem solver who is able to find and implement new techniques.

LICENSES AND CERTIFICATIONS

- Certified Risk Management Professional (RIMS-CRMP) Preferred
- CRCMP - Certified Risk And Compliance Professional Preferred
- Certified Risk Manager (CRM) Preferred
- Certified Risk Analyst-GAFM Preferred

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Enterprise Risk Management Program Coordinator

POSITION OVERVIEW

The Enterprise Risk Management (ERM) Program Coordinator will perform administrative work, organizing and assisting with property, automobile, and liability insurance claims. The incumbent will coordinate gathering data for investigations, prepare and maintain files on claims and potential claims, process department invoices and requisitions, and draft correspondence to attorneys and carriers. Represent and advance the success of the Authority through their relationships with departments, contractors, attorneys, and other related entities. Have basic knowledge of insurance terms and incident reporting. Maintain a comprehensive understanding of department workflow processes and record keeping. Review insurance documents to identify basic requirements and assist in summarizing and resolving content. Maintain various complex logs and records, including those in department-specific software systems. Attend outreach meetings, safety committee meetings, and Authority events on behalf of the ERM team. The position supports ERM's department duties, responsibilities, and the Authority's ERM Program. NOTE: ERM Program Coordinators are responsible for the day-to-day administration and support of ERM activities as assigned. Employees may not regularly perform all listed responsibilities and may typically focus on a few of those listed below. However, all employees in the classification are expected to be able to effectively perform all duties, assist when needed, meet changing departmental workload needs, and serve as backup during absences. Duties and responsibilities, such as regular attendance, are not routinely listed in job descriptions but are also essential functions.

POSITION ROLES & RESPONSIBILITIES

Processes and responds to calls into @askTPA or ERM Department while maintaining current directory and processes for assisting or redirecting for maximum customer service; collects contact information, pulls incident reports (Daily Debrief, TIAPD, Safety Citations), forwards or elevates calls to appropriate staff or departments.

Organizes and supports work processes within the ERM Department to ensure delivery of services such as processing claims and establishing and maintaining claims files.

Assists with and gathers required data for investigating incidents that could result in compensatory events or claims with the insurance carrier.

Maintains incident tracking spreadsheets for processing of claims, monitors, and presents concerns or issues to management's attention, and assists in facilitating accurate and timely adjudication and settlement.

Assists with recovering damages incurred by the Authority; investigates claims, initiates and coordinates with departments to support the costs and expenses associated with damages, processes and tracks recovery or restitution, and corresponds and maintains appropriate documentation.

Coordinates meetings with in-house counsel for the discussion of open claims.

Collects and maintains employee driver's license information. Monitors and validates employee driver's license compliance with the Department of Motor Vehicles. Coordinates with HR and other HCAA departments in accordance with Authority or ERM Department standard procedures.

Supports ERM department's response to public records requests through a comprehensive understanding of department workflow processes and record keeping and compiles documentation for review before

release.

Drafts correspondence to attorneys and insurance carriers about claims or potential claims against the Authority.

Composes and transmits professional communications (emails, memos, letters) to internal and external contacts and follows up for responses, as needed, related to insurance, claims, safety, business continuity, and insurance compliance.

Assists in maintaining claims files and records. Sets up claim files in accordance with department standards, electronically files and records any mail and other correspondence into appropriate claims files.

Assists management as needed in the administrative activities of the property and liability insurance renewal process

Supports Airport safety initiatives, including participation on the Safety Committee, safety training, and procedures.

Conducts weekly facility inspections.

- Prepare and submit invoice requests to Finance on reimbursable claims
- Process and enter invoices in MyHub (Oracle) for review to be processed for payment
- Maintain Vehicle spreadsheet of all Authority owned vehicles

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Associate's Degree in Business Administration or another related field
- of experience in risk management, insurance, safety, or risk reduction
- Experience with MyHub (Oracle) and CLIO or cloud-based legal case management system

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of risk management functions, insurance policies and processes.
- Knowledge of organizational and program promotional methods and procedures relating to administrative support.
- Knowledge of budget management practices and procedures.
- Ability to organize programs and special events.
- Ability to monitor, oversee and provide guidance to volunteers, clients, and other employees.
- Ability to maintain files and records and prepare reports and correspondence.
- Ability to use a computer and related software.
- Ability to make presentations to large groups.
- Ability to organize and multitask.
- Attention to detail and high degree of accuracy.

LICENSES AND CERTIFICATIONS

- Certified Claims Adjuster 6-20 All Lines Adjuster License within 1 Year Preferred

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Risk Management Specialist

POSITION OVERVIEW

The Risk Management Program Specialist is responsible for ensuring contractors, subcontractors, vendors, suppliers and tenants doing business with the Aviation Authority have sufficient insurance coverage by obtaining and maintaining appropriate certificates of insurance on file. The position also performs a wide range of duties supporting the Aviation Authority's Risk and Insurance Program.

POSITION ROLES & RESPONSIBILITIES

Review and approve certificates of insurance of contractors, subcontractors, vendors, suppliers and tenants for compliance with contractual insurance requirements

Monitor and track certificates of insurance and issue notices of pending expiration

Correspond and follow up with insurance agents and/or contractors, subcontractors, vendors, suppliers and tenants to obtain corrected or renewal certificates of insurance

Maintain and update certificate of insurance tracking database (currently Insurance and Surety Management module of PROPworks® Property and Revenue Management System)

Generate compliance and other reports from certificate of insurance tracking database

Establish contractual insurance coverages and limits

Review proposed solicitations, contracts and agreements for acceptable insurance language, coverages and limits

Receive and process requests for Aviation Authority certificates of insurance from third parties

Verify performance and payment bonds with issuing institution/bank

Support efforts to control and plan for institutional risks

Collect data and information for insurance policies and renewals when necessary

Assist with facility inspections when necessary

Receive and respond to personal injury and/or property damage reports when necessary

Assist with banking related functions such as wire and book transfers, stop payments and reconciliations

Perform various administrative duties

Update and implement risk management policies, procedures and forms

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- One to three years of experience in risk management, insurance, safety, risk reduction, accounting, auditing, finance
- An equivalent combination of experience

PREFERRED QUALIFICATIONS

- Graduation from an accredited four-year degree granting college or university
- Experience with PROPworks® Property and Revenue Management System or a risk management information system

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to pass a mandatory FBI background screening as required by TSA standards.
- May be subject to a credit check.
- Strong interpersonal skills are required.
- Must be self-motivated, organized, and able to perform tasks independently.
- Attention to detail is a must.
- Analytical problem solver who is able to find and implement new techniques.

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Vice President, Concessions & Commercial Parking

POSITION OVERVIEW

The Vice President of Concessions and Commercial Parking will provide strategic leadership, manage, plan, organize, integrate, and directly handle the Authority's Concessions Program for all concessions including food & beverage, retail, advertising, sponsorships, passenger services, on-airport and off-airport rental cars, off-airport parking, airport parking, commercial ground transportation, and other ancillary concessions for Tampa International Airport. The incumbent is responsible for developing a strategic plan including recommendations for building and enhancing the concessions program, the consolidated rental car center program, and developing budgets/pro-forma and subsidiary programs as required. The incumbent is responsible for evaluating, developing, soliciting, negotiating, and managing all airport concession agreements, concession licenses and leases, including determining and negotiating lease rates with concession tenants, researching and developing plans to explore, generate and drive non-aviation revenues, meet the Authority's ACDBE/DBE program objectives and work closely with key internal and external stakeholders, and consultants. The incumbent will also actively monitor and evaluate the concession program's financial and customer service performance, and appearance, to ensure vendors and service providers meet the Aviation Authority's high standards of customer service excellence.

POSITION ROLES & RESPONSIBILITIES

Lead, develop, and manage the negotiation and management of airport concession agreements, including food & beverage, retail, on-airport and off-airport rental cars, off-airport parking, airport parking, commercial ground transportation, advertisement, sponsorships, vending, and passenger services, and other revenue generating non- airline services; negotiates agreement amendments.

Lead, motivate, coach, develop, and evaluate a team of Airport Concessions Department personnel.

Research, develop, and make recommendations to retain or generate additional revenue in each of the above- mentioned lines of businesses/categories.

Work with Airlines, Marketing, Customer Service, and other departments to identify customer needs and develop concession opportunities to meet those needs.

Develop strategic direction and direct the activities to identify trends in the passenger demographics related to concessions, preferences, and identify opportunities to optimize revenues and enhance customer satisfaction within each line of business.

Administer consultant contracts, conduct public meetings, and contribute to the process for selection of concessionaires, recognizing the Procurement Department has the lead role.

Manage the development of income projections, space planning, space design, selection of operators, capital, as well as financial management analysis, merchandising, product promotions; develop rent structuring to facilitate concession-pricing policy.

Oversee the development and management of market surveys to determine fair market rates and evaluate concessionaire rates to ensure conformance to negotiated rates; negotiate rates with vendors and service providers based on fair market values for like products and services.

Work with airline representatives, other airport and ACDBE/DBE/WMBE liaisons to formulate long-term

plans for airport terminal facilities concessions, including overall themes, design guidelines, mix of services, and appropriate service locations; solicits concession operations through competitive processes; determine criteria for selection processes; review tenant improvement submittals and evaluate potential concession and service opportunities; conduct pro-forma and feasibility studies to ensure new opportunities make financial sense; review feasibility of capital projects that support concession programs.

Oversee the monitoring of concessions program finance and customer service performance; ensure store walk- throughs are conducted during store hours to monitor signage, appearance and cleanliness; approve advertisement copy, hours of operation and tenant improvements; ensure contract compliance and security inspections are completed as required.

Administer the provisions of the Use Agreement governing the Airport as related to revenue programs.

Review and approve Letters of Proposal, Requests for Proposal, Invitations for Bid, and Requests for Qualification.

Oversee the development of the departmental budget, approves budget requests, business plans, and administer the approved budget.

Review the business and financial plans of existing concessions and commercial activities to determine the short- and long-term health of the business and work closely with concessionaire partners to implement change as necessary.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Public or Business administration, Management or another related field
- Eight (8) years of progressively responsible experience in planning, developing, and implementing concessions programs including negotiating and administering concession contracts;
- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and a thorough understanding of Concessions Programs, including all lines of businesses referenced in this position description, administration and management of contracting documents, and compliance with policies and procedures.
- Knowledge of retail marketing, advertising, management and administration, food & beverage, sanitation, parking, commercial ground transportation and operational management as well as advertising and sponsorship industry trends and multiple media opportunities.
- Ability to communicate effectively orally and/or in writing.
- Skill in project management and organization.
- Knowledge of principles and processes for providing customer service, such as assessing customer needs, meeting quality standards for service, and evaluating customer satisfaction.
- Understands the parking business environment including social, economic, political and technical trends and their impact on parking revenue.
- Ability to create, manage, forecast, and analyze budgets.
- Ability to analyze and interpret parking revenue, trends, products and applications used worldwide and identify new sales channels for Airport parking.
- Ability to direct and manage multiple resources and projects to achieve successful outcomes.
- Strong problem-solving skills, proficiency in analytics, and the ability to develop valuable business insights.
- Strong problem-solving, decision-making, and analytical abilities.
- Excellent leadership, interpersonal, and communication skills.

- Demonstrated ability to develop and implement long-range plans, manage budgets, and achieve organizational objectives.
- Strong knowledge of capital improvement projects, construction management, and maintenance operations.

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JOB POSTING

Safety Compliance Manager

POSITION OVERVIEW

The Tampa International Airport is one of four publicly owned airports in Hillsborough County, operated and managed by the Hillsborough County Aviation Authority (HCAA). Recognized by the Tampa Bay Times as a Top Workplace for four consecutive years, the Authority is made up of more than 600 employees that work together to ensure the best possible guest and employee experience at one of the most highly ranked airports in the country. HCAA prides itself on being an engaging, communicative, and inclusive work environment, offering excellent benefits to care for its employees and their families. Among those benefits are competitive health, dental and vision plans, enrollment in the Florida Retirement System, a 457(b) deferred compensation plan with a 3% company match contribution, a $500 annual wellness reimbursement, onsite workout facilities, tuition reimbursement, and professional development programs to facilitate employee career and personal growth and free parking. In addition, HCAA's flexible work environment allows for remote work when possible and based on position. Join a winning team and see why the Hillsborough County Aviation Authority and its airports offer an ideal environment to grow a career.

POSITION ROLES & RESPONSIBILITIES

Act as a resource for all levels of employees and construction subcontractors to provide guidance in minimizing incidents or exposures.

Perform, review or assist with training of personnel relative to safety and maintaining safety records.

Provide support management and employees to help ensure an overall improving trend for key metrics in their area of responsibility including coordination with the Authority Human Resources Department for Return-to-Work program implementation.

Communicate gaps and recommendations in the current Airport Safety Program.

Have specific knowledge of Health and OSHA Safety regulatory requirements pertaining to construction contractors and perform onsite audits to assess regulatory company compliance.

Work under general direction and independently determine and develop approaches to solutions.

Assess chemical, physical, and biological hazards and diseases that could be present in the workplace and determine safe work practices to prevent occupational illnesses.

Conduct regular walk-through inspections and investigations in accordance with legal requirements.

Identify and recommend resolution of potentially hazardous conditions and follow through to ensure corrections have been made.

Investigate work-related incidents; compile data, photographs, etc. and prepare all pertinent forms and reports per company program requirements as well as federal, state, local requirements

Review and/or issue various permits (e.g., confined spaces, hot work, etc.) as required

Conduct various industrial hygiene monitoring, such as hazardous atmospheres, noise exposure to ensure safe working conditions and determine appropriate controls to minimize exposure

May accompany federal, state and insurance inspectors on walk-through site visits.

Performs investigations of industrial accidents which cause damage to Authority property and/or injury to persons

Determines causes of accidents and develops recommendations for appropriate actions to prevent recurrences such as changes in work procedures or the provision of specialized equipment for employee protection.

Advises maintenance senior management of unique or unusual conditions which have the potential of resulting in large monetary losses.

Exercises responsibility for the development and administration of a loss prevention program in the maintenance department

Schedules and conducts safety meetings with department supervisors and assists supervisors in the preparation of accident reports

Evaluates causes of safety program, cost analysis and other subjects as required.

Develops specifications and makes recommendations for the purchase of new or improved safety equipment.

Maintains contacts with local, state, and national safety organizations to keep informed on current developments in the safety field.

Perform additional assignments per supervisor's direction.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university
- Of professional administrative experience in a Health and Safety position.
- Full-time experience in a Health and Safety position in lieu of a degree.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to pass extensive CBP (Customs Border Protection) background check.
- Must be able to work non-standard hours including working nights, weekends, and/or holidays.
- Previous experience in operations & maintenance and construction environments.
- Experience with developing, managing, and conducting safety training presentations.
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint.
- Have the ability to compile data and generate visual presentations (graphs/charts).
- Demonstrate the ability to professionally communicate (verbal and written) with colleagues and clients.
- Considerable knowledge of loss prevention practices, procedures, and techniques used in varied employment situations and equipment operations.
- Considerable knowledge of the objectives of the loss control program to which assigned.
- Considerable knowledge of standard safety equipment and safe driving methods applicable to varied types of vehicle operations and work areas.

- Considerable knowledge of hazardous working conditions and equipment operations in various work environments.
- Knowledge of accident prevention records, and statistical measurements of accident frequency, and severity.
- Ability to detect hazardous working conditions in varied work environments and equipment operations.
- Ability to analyze vehicular and industrial accidents and make effective recommendations to prevent a recurrence.

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JOB POSTING

Security Operations Compliance Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Security Operations Compliance, this role will be responsible for the daily oversight of Security Operations Compliance. This incumbent for this position will monitor, throughout the Authority, for compliance with applicable airport security policies, regulations, and agreements to maintain overall effectiveness, and efficiency of security processes and procedures. Provide or facilitate training and related documentation of compliance issues and other security related initiatives to aircraft operators, foreign air carriers, and airport tenants.

POSITION ROLES & RESPONSIBILITIES

Monitor compliance with Federal regulations contained in 49 CPR Part 1542 and other applicable Federal Regulations, Transportation Security Administration (TSA) regulatory requirements and the Airport Security Program (ASP) through audits, inspections, testing, observation, and interviews.

Issue Security Violations as appropriate for compliance related violations of the ASP or other regulatory requirements; attend hearings for ID Media suspension or revocation; conduct historical and trend analyses of violation data and adjust/revise training programs as applicable.

Review security violations issued by staff for appropriateness and consistency, address discrepancies.

Will act as the “on-call” Airport Security Coordinator and be available to TSA 24/7, 365 days/year.

Oversee security training programs, to include the airport's computer-based training (CBT) for aviation workers; develop and implement any new security training initiatives that may be needed; develop and present training in response to noted deficiencies or problem areas.

Confirming compliance standards are being met for all security related recurrent training.

Conduct monthly or as needed training/outreach programs and maintain related training materials for requested HCAA departments and airport stakeholders

Assist aircraft operators, foreign air carriers and airport tenants with security related issues to facilitate all affected parties remaining within regulatory compliance standards.

Maintain a system of checklists to verify all audit and inspection criteria are being properly addressed on a regular basis.

Maintain data/documentation in reports, logs, etc. as required for the Airport Security Program, regulatory policies and other compliance standards

Build and maintain strong relationships and partners with all stakeholders

Perform other tasks as directed
REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university;
- Associate's Degree From an accredited college or university
- Or GED Certificate
- Of supervisory or lead worker/team leader experience directly related to the position duties
- Of experience directly related to the position duties; two of which must have been in a supervisory or lead worker/team leader capacity
- Of experience directly related to the position duties; two (2) years of which must have been in a supervisory or lead worker/team leader capacity.

LICENSES AND CERTIFICATIONS

- Must be able to complete Airport Security Coordinator training and designation within 30 Days Required

PREFERRED QUALIFICATIONS

- Airport Security Coordinator designation

KNOWLEDGE, SKILLS & ABILITIES

- Specialized technical knowledge of a security access control office of medium to large size secured facility.
- Knowledge of federal, state, and local regulations pertaining to the security access control area(s) of a public government facility or public transportation facility with sterile areas.
- Ability to communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to make decisions with little guidance that supports and upholds all regulatory and security requirements of the ASP and TSA.
- Ability to initiate and sustain action to accomplish goals of the functional area.
- Ability to remain calm and provide guidance to subordinate staff in crisis and/or emergency situations.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to maintain strict confidentiality related to background investigation reports, incident reports, etc.
- Skill in the application of supervision techniques.

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Senior Accountant - Financial Planning

POSITION OVERVIEW

Reporting to the Budget Supervisor, the Senior Accountant - Financial Planning is responsible for analyzing, recording and the reporting of certain aspects of the financial planning and budgeting activities for the Authority. Performs professional accounting duties including managing an accounting system involving a variety of financial transactions, systems, and procedures.

POSITION ROLES & RESPONSIBILITIES

Supports the Budget Supervisor and Financial Planning & Analysis team and other responsibilities as necessary and required.

Analyzes, calculates, and prepares a range of journal entries including, but not limited to, recording of revenue, accruals, reclassifications and various adjustments as deemed necessary.

Supports various departments with the monthly input of revenue and expense projections/budget through the Enterprise Planning and Budgeting Cloud Service (EPBCS).

Analyzes the budget/forecast variances and monitors accuracy of departmental expenses.

Responsible for the monthly reporting and recording of Rental Car and Customer Facility Charges (CFC) reimbursed expenses.

Creates, establishes, maintains, and audits financial records, accounts, ledgers, and journals related to monthly labor and expense allocations.

Prepares complex journal entries and posts transactions to proper accounts to include moving funds across departments and cost centers.

Develops and maintains forecasting and budgeting reports related to the Air Service Incentive Program (ASIP).

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree The recommended qualifications to perform successfully in this position include a bachelor degree from a recognized four-year college or university with a major in accounting, finance/ or closely related field

PREFERRED QUALIFICATIONS

- of increasingly responsible financial planning, accounting and/or finance experience.

KNOWLEDGE, SKILLS & ABILITIES

- The incumbent should have working knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Oracle enterprise business suite software and the Microsoft suite of software products.
- Considerable knowledge of computerized accounting systems.
- Considerable knowledge of the specific accounting and reporting requirements and the complete accounting cycle of the organization to which assigned.
- Considerable knowledge of budgetary procedures and controls.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to plan, organize and supervise the work of others.
- Ability to use a computer and related software.
- Ability to work effectively with others.
- Ability to communicate effectively in both oral and written form.
- Ability to recognize, analyze, and solve a variety of problems.
- Strong attention to detail, commitment to producing accurate work in a timely manner

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Senior Accountant Accounts Receivable

POSITION OVERVIEW

Performs full range professional accounting duties for assigned accounting function. Work may involve performing a wide variety of accounting tasks in an agency or department with limited fiscal programs or participating in the work of a unit within a large centralized accounting operation.

POSITION ROLES & RESPONSIBILITIES

Develops new and modifies existing accounting procedures.

Analyzes accounting and fiscal data, records and reports for a large department/agency or as a lead worker for a functional business unit EG:
Rental Car Revenue reports, Passenger Enplanement Activity reports, Passenger Facility Charge Reports, etc.

Prepares revenue invoices ($190 Million) for Authority's active agreements/leases (300+) and ensures transactions post to proper accounts including moving funds across functional business units within assigned department/agency.

Reviews monthly airlines statistical reports to identify activity trends

Audits report accuracy versus Authority systems to ensure the Authority receives the accurate revenue.

Manages Reporting Portal and coordinates with ITS to ensure the portal reflects active agreements and appropriate financial values to guarantee monthly revenue and invoices are generated accordingly.

Assists in the collections procedure monthly with late letters, etc.

Reviews and approves daily cash receipt application reports to ensure proper accounting of incoming payments.

Assist in software upgrades, testing, & validation.

May direct, supervise, and review the work of subordinate staff.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Three (3) years of experience as a professional accountant in Receivables.
- an equivalent combination of education, training and experience that would reasonably be expected for this positon.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Preferred

PREFERRED QUALIFICATIONS

- Bachelor's Degree Accounting, Finance, Business Administration, or related discipline

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Senior Accountant

POSITION OVERVIEW

Performs full range professional accounting duties for assigned accounting function. Work may involve performing a wide variety of accounting tasks in an agency or department with limited fiscal programs or participating in the work of a unit within a large centralized accounting operation.

COMPENSATION

WORKPLACE TYPE

- This hybrid position requires you to work at least three (3) days or more on-site in the office base on business needs.

POSITION ROLES & RESPONSIBILITIES

Creates, establishes, maintains and audits financial records, accounts, ledgers, and journals.

Develops new and modifies existing accounting procedures.

Analyzes accounting and fiscal data, records and reports for a large department/agency or as a lead worker for a functional business unit.

Prepares complex journal entries and posts transactions to proper accounts to include moving funds across functional business units within assigned department/agency.

Prepares summaries, trial balances, and related reports and statements to include department/agency wide scope of reporting.

Conducts field audits and prepares comprehensive reports department/agency wide in scope.

Reconciles and balances financial statements and accounting records and ledgers.

May direct, supervise, and review the work of subordinate staff.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Accounting, Finance, Business Administration, or related discipline
- Two (2) years of experience as a professional accountant
- An equivalent combination of education, training and experience that would reasonably be expected for this position.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of laws, rules and policies governing payroll, leave, fiscal and accounting books, records, and accounts.
- Knowledge of supervisory principles, practices and procedures.
- Knowledge of personal computers using word processing, spreadsheet, database, and various accounting software.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to schedule, assign, monitor, and review the work of subordinates.
- Ability to analyze and audit accounting, fiscal, payroll and leave data and reports.
- Ability to read, comprehend, and apply job related rules, policies and procedures.
- Ability to develop computer based spreadsheets, graphs, summaries, and reports.

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JOB POSTING

Senior Applications Support Analyst-Procurement

POSITION OVERVIEW

Under the supervision of the Senior Manager, Business Applications, the Sr. Applications Support Analyst will provide functional and technical support to end users on various enhancements, issues and problems relating to Oracle e-Business software within Procurement. They will also be responsible for responding to, documenting and resolving service tickets in a timely manner according to our SLA. The Support Analyst will perform project lead, root cause analysis, develop checklists for typical enhancements, problems and recommend procedures and controls. This position will support multiple applications and/or modules with Oracle e-Business and support Best of Breed Application Interfaces and Cloud Services. This position may require independent work, working as a team with consulting resources, sharing information and assisting others with work orders.

POSITION ROLES & RESPONSIBILITIES

Work with Business Users on understanding and analyzing business problems

Communicate and recommend new functionality to address system gaps and/or software releases

Troubleshoot software issues and identify root causes of problems

Plan application system upgrades, install new releases, and assist with migrations

Work with team, consultants and software vendor to identify and resolve software defects and provide bug fixes

Design and document functional applications solutions and technical integration/reports to support expanded functionality and technical development

Stay current with technology industry and market trends, and determine their potential impact on the enterprise.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university with a degree in computer science, systems analysis or a related study,
- Equivalent experience or an equivalent combination of education, training and experience that would reasonably be expected to provide the job specific competencies
- 5 to 10 years of experience supporting Oracle e-Business Suite 12.1.x and 12.2.X with the ability to create, update, deploy and review functional and technical capabilities and documents.

KNOWLEDGE, SKILLS & ABILITIES

- Must have knowledge of ITIL service management best practices with strong analytical, technical, verbal and written communication skills as well as planning and organizational skills
- Strong Functional (Setup, Configure and Support Business) experience around Oracle E-Businesss (EBS) 12.1.X and 12.2.X Financials (GL, AR, AP, Fixed Assets, Project Costing, and SLA) and Procurement (Vendors, Purchasing, Inventory and Shipping), Sourcing/Vendor Contract a plus.
- Strong leading Business Users through Financial and Procurement out of the box functionality to support proof of concepts and new capabilities.
- Strong SQL and PL/SQL experience, Oracle Forms, and Reports.
- Knowledge of PO, Inv, GL, AP, AR, FA, CE and Project Costing Schemas.
- Knowledge around out of the box interfaces tables, APIs/Packages, base tables, seeded workflows in Oracle modules in 12.1.X and 12.2.X.
- Very good knowledge using and modifying APIs, Fast Formulas and Concurrent processes.
- Design custom reports, interfaces, conversions, and enhancements (RICE) to support the developers technical design/coding requirements.
- Ensure solutions are complete from an end to end perspective, follow design and architecture principles, and provide the proper tool sets for end user support of interfaces.
- Support the definition of the process, standards and tools to enable RICE development for Oracle EBS.
- Manage risks associated with program implementation and developing risk mitigation strategies.
- Works independently or with a team.
- Manage Implementation of functional and technical migration to production.
- Act as a project lead to support design, development and deployment of key functionality.

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JOB POSTING

Senior Auditor

POSITION OVERVIEW

Performs a wide range of professional assurance and consulting engagements including all phases of planning, fieldwork, and reporting. Responsible for development of objectives, scope, and engagement work programs. Performs higher level testing procedures to support the engagement objectives while overseeing and training less experienced auditors. Collaborates with the Internal Audit Team, employees from other business units, and commercial entities with whom contractual relationships exist to identify areas of risk, make valuable recommendations, and influence positive change. Presents engagement results to management. Reports to the Senior Manager, Internal Audit. Little to no travel required. The Authority does have a flexible work policy that allows for a hybrid work schedule (some in-person and some remote work). All essential job functions can be performed in the office or remotely.

POSITION ROLES & RESPONSIBILITIES

Plans and performs assurance and consulting engagements over various department processes, gross receipts related to concessionaires, and expenditures of contractors and outside vendors from beginning to end. This includes planning procedures to develop objectives, scope, and methodology; preparation of well-organized and complete workpapers that document procedures performed, results, and conclusions; and preparation of memos and reports. All work should be prepared with minimal review points on first submission. Also assigns, oversees, and reviews the work of staff and intern-level professional auditors assigned to specific engagements.

Identifies and communicate issues and offers recommended solutions relevant to business and risk.

Directly supervises and prepares performance reviews of Internal Audit Interns.

Regularly communicates engagement progress, technical problems, and potential issues identified to supervisor and stakeholders.

Attends meetings and communicates effectively with various Authority Department representatives and representatives from external organizations, as needed. Represents the department in outside meetings and conferences, as needed.

Performs special projects and participates in Authority-wide initiatives as assigned.

Participates in decisions relating to changes in auditing policies and procedures within the Department.

Attends and participates in continuing professional education opportunities throughout the year.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field AND
- of experience as a professional Auditor.
- OR an equivalent combination of related experience, training, and education necessary to perform successfully in the role.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) OR Required
- Certified Internal Auditor (CIA) OR Required
- Certified Information Systems Auditor (CISA) OR Required
- Note: If not currently a Certified Internal Auditor, the Senior Internal Auditor will be expected to become certified by the end of the second year of employment.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book).
- Thorough knowledge of proper workpaper techniques such as referencing, indexing, etc. Ability to ensure results and conclusions are well-documented in accordance with professional standards and the Department's procedures.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures. Must be able to provide constructive feedback to interns and staff as part of the review process.
- Ability to participate effectively in the formulation of departmental policies and procedures and to stay informed on revisions to applicable Authority, Department, and professional policies, procedures, and standards to ensure conformance.
- Ability to communicate effectively and persuasively, both verbally and in writing.
- Ability to work effectively with personnel in the Department, in other Authority Departments, and from outside the Organization.
- Ability to work in both individual contributor and team roles.
- Strong organization and follow-up skills, including handling competing priorities to meet deadlines and commitments.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action, and plan for follow-up testing.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Desire to learn and be receptive to constructive feedback and mentoring. Ability to easily adapt to change.
- Ability to maintain professional certifications and desire to obtain new certifications as part of continued professional development.
- Ability to perform work with objectivity and integrity and ability to maintain confidential information. Must adhere to Department independence and ethics standards.
- Intermediate to advanced proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint, etc.)
- General knowledge of federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.
- Experience with general information systems auditing (general computer controls, finance-related software applications).
- Experience with electronic audit work paper software is preferred.
- Experience with data analysis software is a plus.
- Experience in construction auditing is a plus.

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JOB POSTING

Senior Business Analyst

POSITION OVERVIEW

Performs highly technical and supervisory professional duties analyzing and developing improved managerial policies, practices, methods, procedures, and organizational structures. Duties involve providing and coordinating responsible technical and professional assistance to departments and agencies by reviewing and independently analyzing a variety of complex organizational structures, procedures, and existing programs to include identifying areas where corrective action should be implemented.

POSITION ROLES & RESPONSIBILITIES

Functions as project coordinator in conducting major management system review projects involving work measurement studies, management control, plans of service, methods analysis, and other aspects of operational audits.

Reviews complex system and organizational difficulties, determines procedures to be followed, and assigns appropriate personnel to various study tasks.

Performs highly complex independent research studies and makes conclusive recommendations.

Develops appropriate procedures necessary for the analysis of budgeted and allocated resources to facilitate the review and evaluation of department activities.

Provides administrative assistance to department/agency directors in the installation of new management procedures and techniques.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree granting college or university;
- Of experience in the development, implementation, and evaluation of business methods and procedures.
- Any equivalent combination of education, training and experience

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of management principles, practices and procedures.
- Considerable knowledge of the organization, operating activities and administrative practices and policies of departments and agencies assigned.
- Considerable knowledge of analysis and research techniques, methods and procedures.
- Considerable knowledge of English spelling, grammar and punctuation.

- Skill in conducting independent studies and analyses of organizational activities, programs, procedures and operating systems.
- Ability to work independently and analyze, interpret and accurately summarize complex business processes and detailed information.
- Ability to use considerable initiative and exercise sound judgment in making conclusive recommendations based on business needs.
- Ability to communicate effectively and persuasively, both verbally and in writing.
- Ability to participate effectively in the formulation of departmental policies and procedures.
- Ability to work effectively with others.
- Ability to set priorities, meet deadlines and multi-task.
- Ability to use a computer and related software.

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JOB POSTING

Senior Construction Inspector

POSITION OVERVIEW

Performs lead worker and administrative duties inspecting construction projects for compliance with construction plans, specifications, and monitors course of corrective action to bring them into compliance. Heavily involved in coordination of construction activity between other HCAA departments, concessionaires, Utility companies, and the general public. Documentation of daily activities including reports and pictures. Hours can include nights and rotating weekends.

POSITION ROLES & RESPONSIBILITIES

Reviews and acts on administrative and operational problems to ensure construction projects are completed on schedule.

Reviews building construction plans and specifications. Inspects the construction for compliance which could include the installation of, structural systems, architectural, MEPF systems, civil, and FF&E. Ensures adequacy of construction, safety, and compliance with approved plans, specifications, and submittals and when applicable determines course of corrective action to bring them into compliance.

Reads and interprets blueprints, specifications, RFIs, ASIs, ESI, test results.

Enforces compliance with plans, specifications, codes, and regulations through discussions with contractors.

Ensures adherence to proper safety standards.

Drives to different work locations to review work progress.

Attends preconstruction conferences with contractors to review plans, specifications, drawings, and proposed methods of implementing the work.

Unite all parties involved in construction activity and help defuse issues. This includes contractors, fellow construction staff, tenants, airlines, and other departments.

Communicates to Project Management any concerns with contractors and construction with regards to deficiencies or compliance of contract documents. Strong people skills required.

Oversees construction activity to ensure safety of the public, employees, and workers.

Oversees construction activity to ensure the protection the Authority's assets.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED certificate
- Of experience in building construction
- An equivalent combination of education, training and experience

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of building construction, mechanical, electrical, gas and plumbing system construction and installation.
- Working knowledge of building inspection methods and procedures.
- Considerable knowledge of building construction and testing methods and techniques.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to read and interpret blueprints, specifications and drawings.
- Ability to prioritize work.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to safely operate a motor vehicle.
- Ability to work effectively with others. The position requires strong people skills.
- Ability to communicate effectively both orally and in writing.
- Ability to use a computer and related software.

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JOB POSTING

Senior Construction Project Manager

POSITION OVERVIEW

Reporting to either the Senior Manager of Construction or Director of Construction, the Senior Construction Manager is responsible for managerial and administrative work in planning, organizing, directing, and executing new Construction. Primary focus is overseeing very large projects or multiple complicated projects at the same time; including overseeing large budgets, managing construction progress, and implementation of the overall design. In addition, the incumbent will be responsible for the development and execution of any required recovery schedules, evaluating design elements, and evaluating the overall risk of the project and work with fellow team members in improving safety and overall quality. The Senior Construction Project Manager will interact with the Authority's consultants, engineers, vendors, Operations, FAA, and other agencies in representing the Authority's interest. The incumbent may work closely with the Program Manager and his team during the design and construction of our largest projects that could exceed $100 million in cost. The Senior Construction Manager will be required to maintaining confidentiality during contract negotiations and when working with the Procurement Department during the bidding process. The Senior Construction Project Manager will work under the direction of the Senior Manager of Construction or Director of Construction with considerable latitude for independent judgment as to the technical aspects and implementation of multiple high priority tasks simultaneously.

POSITION ROLES & RESPONSIBILITIES

Responsible for developing and managing strategies for effectively communicating with key personnel both internal and external stakeholders.

Tracking and monitoring both State and Federal programs and assuring adherence and compliance.

Oversee the contractors pay application approval process and negotiate contractor’s Schedule of Values.

Provide leadership for the airport’s construction program and provide guidance for the day to day operations, administration, and decision making.

Develop and implement new policies and programs needed to track and monitor contract adherence.

Represent the Agency during weekly/monthly meetings with the contractors and designers.

Oversee and directing project inspectors as required to ensure contract compliance and continuity.

Working with and managing our Program Manager and their team.

Overseeing Construction Project Managers and ensuring Policies and Procedures are being met.

Coordinate and notify tenants and fellow departments as needed when services are being impacted or interrupted.

REQUIRED FOR ALL HCAA JOBS

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employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- A four-year degree from an accredited university in Construction Management, Engineering, Architecture or related degree
- Any other four-year degree not specified above from an accredited college
- Experience in construction management and/or supervision of
- Of experience in the in construction management and/or supervision of.

KNOWLEDGE, SKILLS & ABILITIES

- The ideal candidates would have strong people skills, exceptional leadership, and very good communication skills.
- Computer literate with Windows and Microsoft software (Word, Excel, Projects, and Outlook).

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JOB POSTING

Senior Environmental Technician

POSITION OVERVIEW

Performs technical and supervisory duties in an environmental data collection and monitoring activity.

POSITION ROLES & RESPONSIBILITIES

Supervises and coordinates the acquisition and handling of field and/or laboratory environmental data.

Prepares various reports and data summaries for departmental dissemination.

Reviews data generated by various departments and recommends or takes necessary action.

May operate, maintain, and calibrate various environmental monitoring equipment; and provides other general technical assistance as required.

Supervises the work of subordinate staff by scheduling, assigning and reviewing work, providing training and counseling, and evaluating performance.

Performs related work as required.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Accounting or Finance.

PREFERRED QUALIFICATIONS

- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting areas.
- Knowledge of computer operations using accounting and spreadsheet applications.
- Ability to develop computer-based spreadsheets, graphs, summaries, and reports.
- Ability to post, balance and reconcile financial accounts and records.

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The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Senior Executive Administrative Assistant to CEO

POSITION OVERVIEW

Performs highly independent administrative support duties for the Chief Executive Officer. Responsibilities include having direct knowledge of confidential interactions of the CEO with both internal and external projects. In addition to the CEO and members of the Authority's board, this position routinely interacts with all levels of the Authority's staff, representatives from the private sector, and state and local governmental officials. This position is challenged with projecting a positive image on behalf of the Authority in all such interactions.

POSITION ROLES & RESPONSIBILITIES

Independently performs various paraprofessional administrative, secretarial, and confidential functions and duties supporting the Chief Executive Officer.

Is the primary point of contact for all calls that come through the Office of the CEO

Maintains physical and electronic filing system

Handles incoming mail correspondence for the Office of the CEO

Supports the Office of the CEO

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Three to five years of administrative/secretarial experience
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific competencies

KNOWLEDGE, SKILLS & ABILITIES

- Member of International Administrative Assistant Professionals, a plus
- Experience working under pressure in a fast-paced environment is essential
- Knowledge of policies, procedures, precedents, regulations, executive and general orders, and rules of assigned department or agency.
- Experience with Oracle expense reporting is a plus.
- Advanced knowledge of Microsoft Word, PowerPoint, Excel, and Visio is required.
- Knowledge of executive administration, such as word processing, managing files and records, transcription, designing forms, and other related procedures.

- Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of the access, storage, destruction, and release of restricted, sensitive, and confidential information and applicable guidelines.
- Skill in communication and effective writing.
- Skill in managing one's own time and the time of others.
- Skill in using logic and reasoning to identify complex problems and evaluate and implement alternative solutions, conclusions, or approaches.
- Ability to use discretion and independent judgment in evaluating information.
- Ability to transcribe documents and information from different sources.
- Ability to serve the public and represent the department director or agency head courteously and professionally.

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JOB POSTING

Senior IT Business Analyst

POSITION OVERVIEW

Reporting to the Manager of Project Management Office, this position is primarily responsible for the business analysis and documentation of Information Technology (IT) Business opportunities at the Authority. Responsible for the review, assessment and transformation of business processes in a cost-effective manner. Involved in the analysis, requirements gathering, design, configuration/development, implementation and delivery of projects, facilitation of support for implemented functionality, and serves as a liaison between IT and the business units at the Authority.

POSITION ROLES & RESPONSIBILITIES

Researches and prepares business case studies, total cost of ownership (TCO) and return on investment (ROI) studies for use in decision-making.

Identifies opportunities for business process improvement and efficiencies through technology, system, and non-system changes.

Documents current state and future state of business functions and processes, including business needs, objectives, inputs, activities, outputs, outcomes and impact.

Conveys business requirements from customers to technical teams in an effective manner to ensure the resulting solution is in alignment with and meets the stated business needs.

Contributes to the achievement of business objectives and strategic goals by partnering with the business to clarify and communicate business requirements and assure IT services are aligned with business needs.

Defines system implementation approach and operational concept, ensuring requirements and value received are captured, measured and evaluated.

Leads the preparation of proposals, including scopes and estimates, to develop or enhance systems and/or operational changes and workflows including overall change management strategy.

Facilitation of IT development and process methodologies such as Agile, Waterfall, ITIL, and Lean

Acts as a liaison between end-users, enterprise and solution architects, consultants, project teams, and other entities as initiatives migrate through phases from ideation to implementation.

Performs after-hours and other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree From an accredited college or university in Information Technology or related field
- Higher degree from an accredited college or university in Information Technology or related field;
- Applicable experience as a Business Analyst or in a relevant Information Technology role.

LICENSES AND CERTIFICATIONS

- Certified Business Analysis Professional (CBAP) Preferred
- CCBA (Certification of Competency in Business Analysis Preferred
- Certified in Business Analysis -PMI Preferred
- Information Technology Infrastructure Library (ITIL) Preferred
- CSPO (Certified Scrum Product Own Preferred
- Certified ScrumMaster (CSM). Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Excellent business knowledge, interpersonal skills, presentation skills, and strong written and communication skills.
- Ability to work well with team members and business users.
- Proficient in authoring technical documentation using tools such as Word, Excel, PowerPoint, Visio, and other applications.
- Knowledgeable about business and technology with a strong technical aptitude.
- Ability to analyze possible outcomes that can be achieved through current Authority owned platforms, core systems, and what the latest technology offers.
- Strong analytical skills with the ability to translate application and operational requirements into new business processes and design application enhancements.
- Problem-solving, decision-making, negotiation, and persuasion skills.

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JOB POSTING

Senior IT Lead Project Manager

POSITION OVERVIEW

Reporting to the Manager of the Project Management Office, this position is responsible for managing and coordinating technical professional resources involved in technology systems analysis, development, coordination, implementation and documentation of new or existing information systems to ensure affective systems controls are in place to support business operations.

POSITION ROLES & RESPONSIBILITIES

Prepares project plans and schedules to include coordinating requirements, tasks, work assignments, and resources to ensure project integrity.

Oversees the formulation of project objectives and system development requirements.

Supervises a staff of technical personnel engaged in the performance of highly complex systems and/or programming activities.

Participates directly in project development, as required.

Provides technical guidance and assistance to the project staff to ensure the success of projects.

Monitors activities performed by the project staff to include insuring that all product and documentation meet departmental standards.

Analyzes methods of obtaining and presenting information together with reviewing and evaluating alternative sources of information.

Prepares specifications for information systems.

Analyzes the impact of information as it relates to structure, management techniques and user relationships.

Develops plans for testing and implementing systems and monitors those processes to ensure desired results are achieved.

Facilitates work processes for staff that include projects, tasks, and resources utilizing a variety of methods (Waterfall, Agile, SCRUM, etc…)

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university with a major in Computer Science, Business, Management, or other related degree;
- Of project management experience
- Preference will be given to Oracle EBS and Oracle Technology related project management experience.

LICENSES AND CERTIFICATIONS

- Certified Project Management Professional (PMP)-PMI Required
- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Strong leadership, team-building, employee engagement, and consensus-building skills are required.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to collect, organize and analyze data and develop logical conclusions.
- Results-driven and decisive with an ability to execute plans that are operationally sound.
- Very visible, enthusiastic, and with a high energy level.
- Strong interpersonal and communication skills.
- Ability to effectively balance multiple high-priority tasks simultaneously.
- Strong analytical and issue-resolution skills are required.

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JOB POSTING

Senior IT Project Manager

POSITION OVERVIEW

Reporting to the Manager of the Project Management Office, this position is responsible for managing and coordinating technical professional resources involved in technology systems analysis, development, coordination, implementation and documentation of new or existing information systems to ensure affective systems controls are in place to support business operations.

POSITION ROLES & RESPONSIBILITIES

Prepares project plans and schedules to include coordinating requirements, tasks, work assignments, and resources to ensure project integrity.

Oversees the formulation of project objectives and system development requirements.

Supervises a staff of technical personnel engaged in the performance of highly complex systems and/or programming activities.

Participates directly in project development, as required.

Provides technical guidance and assistance to the project staff to ensure the success of projects.

Monitors activities performed by the project staff to include insuring that all product and documentation meet departmental standards.

Analyzes methods of obtaining and presenting information together with reviewing and evaluating alternative sources of information.

Prepares specifications for information systems.

Analyzes the impact of information as it relates to structure, management techniques and user relationships.

Develops plans for testing and implementing systems and monitors those processes to ensure desired results are achieved.

Performs other related duties as required.

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university with a major in Computer Science, Business, Management, or other related degree
- Of project management,
- Preference will be given to Oracle EBS and Oracle Technology related project management experience.

LICENSES AND CERTIFICATIONS

- Certified Project Management Professional (PMP)-PMI Required
- DL NUMBER - Driver License, Valid and in State Required

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JOB POSTING

Senior ITS Audio Visual Specialist

POSITION OVERVIEW

This position will be engaged in professional audio visual support work which is tier 2 and above in nature in the ITS (Information Technology Services) Department including advanced technical support of AV hardware and software in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on AV related projects of advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks under limited to no supervision in one or more of the following areas: audio visual, service desk support, desktop and peripheral support, mobile device support, application support and network support. Work requires creative and original thinking and is performed under the direction of more senior ITS staff. A highly customer service driven approach is required. This role typically reports to the ITS Client & Field Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines:
audio visual management, network management, desktop management, mobile device management, server management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated advanced proficiency in at least one of the following core competencies:
analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.
- Or more years of information technology experience in advanced support of hardware and software utilized to enhance live events such as microphones, displays/signage, video recording, projects, lighting and sound mixing equipment.

LICENSES AND CERTIFICATIONS

- AV industry certifications Preferred
- Florida Driver's Licens Required
- Florida Commercial Driver's License and endorsemen Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Basic skill in managing personal daily activities and tasks for self.
- Basic skill in the use and application of reference materials to support the resolution of basic and intermediate desktop issues.
- Basic skill in the application of theory on desktop
- Basic skills in applying new technologies, soft skills, and procedures.
- Basic ability to mentor teammates; work within teams to achieve success with others
- Ability to prepare and deliver effective section-level presentations at various levels.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Advanced Experience in supporting currently installed audio-visual equipment to ensure functionality.
- Advanced to replace audio-visual installed across the facility
- Experience in the design of audio-visual equipment to meet customer needs
- Advanced understanding of audio-visual programming to deliver video content
- Basic ability to perform troubleshooting skills for programming content issues
- Ability to work with outside vendors to design and install new audio-visual environments
- Ability to support high-level meetings from an audio-visual perspective and troubleshoot as needed.
- Assignment to work a variety of work schedules including compulsory work periods in a special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Under supervision, installs and repairs desktop hardware and software, as well as peripherals and cabling
- Assists a more senior team member in performing technical support in formal or informal Service Desk settings to end users with common hardware and software problems, which includes logging, troubleshooting, resolving, and escalating issues to the appropriate ITS resources.
- Advanced skill in managing personal daily activities and tasks for self.
- Advanced skill in the use and application of reference materials to support the resolution of standard problems.

- Advanced skill in the application of theory in resolving problems.
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Ability to take ownership of, and support the resolution of, standard problems.

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JOB POSTING

Senior ITS Network Engineer

POSITION OVERVIEW

This position will be engaged in professional information technology work installing and configuring wired and wireless network system hardware and software, as well as maintenance and repair of issues with various network hardware and software. In addition, the position performs full performance information technology work in planning, designing, developing and monitoring all aspects of the ITS network infrastructure. The work is top tier in nature in the ITS (Information Technology Services) Department and includes advanced network and system technical support of network hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on network related projects of advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks without supervision in one or more of the following areas: switches, routers, firewalls, controllers, access points, network appliances as well as to act as an escalation point for issues not able to be resolved by lower tiers. Work requires creative and original thinking and is performed under the direction of ITS Management. A highly customer service driven approach is required. This role typically reports to the ITS Infrastructure Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines:
server management, system administration, network management, desktop management, mobile device management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated advanced proficiency in at least one of the following core competencies:
analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective communication.

Performs basic setup, installation, and configuration of the operating system (including hardware and software) and assists with the setup, installation, and configuration of new software releases and upgrades.

Creates and manages user directories and files on the server platforms.

Monitors, diagnoses and resolves common operating system problems

Assists with the troubleshooting, maintenance and repair of operating systems and applications.

Assists with backup and recovery processes

Assists with the evaluation and recommendation of various software and hardware solutions to meet user needs.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field.
- Or more years of information technology experience in advanced support of switches, routers, firewalls, controllers, access points, network appliances and monitoring tools.
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.

LICENSES AND CERTIFICATIONS

- CompTIA Network+ Certification Required
- Cisco Certified Network Associate (CCNA) Required
- Florida Driver's License Required
- Florida Commercial Driver's License and endorsement Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Cisco switching environments
- Knowledge of Cisco routers, Wireless and Voice over Internet Protocol
- Knowledge of IP schemas and subnetting
- Knowledge of vulnerability identification/remediation techniques and applications.
- Knowledge of datacenter configuration and operational support methodology.
- Knowledge of device monitoring through tools such as Cisco Prime LMS, SolarWinds and Cisco Prime Infrastructure
- Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.
- Some Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, NAS.
- Some knowledge of Cisco Unified Communication Manager
- Willingness to learn, research and support new technologies
- Willingness to support critical systems after normal working hours.
- Willingness to work Non-Standard Hours, including nights, weekends and holidays as required.
- Ability to collect, organize and evaluate data and make logical decisions.

- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities and credentials relevant to a position.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Advanced skill in managing personal daily activities and tasks for self.
- Advanced skill in use and application of reference materials to support the resolution of standard problems.
- Advanced skill in the application of theory in resolving problems.
- Advanced skill in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with the training of new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Ability to take ownership of, and support the resolution of, standard problems.

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JOB POSTING

Senior ITS Systems Engineer

POSITION OVERVIEW

This position will be engaged in professional information technology work installing and configuring systems, installing server hardware and software, as well as maintenance and repair of issues with various system hardware and software. The work is tier 2 to tier 3 in nature in the ITS (Information Technology Services) Department and includes advanced server and system technical support of hardware and software services in information technology serving the Hillsborough Aviation Authority organization. This incumbent is expected to perform IT technical work on server and system related projects of advanced scope and complexity. Employees in this class are expected to support the resolution of advanced work problems and tasks under no supervision in one or more of the following areas: servers, systems, storage, software and peripherals as well as to act as an escalation point for issues not able to be resolved by lower tiers. Work requires creative and original thinking and is performed under the direction of more ITS management. A highly customer service driven approach is required. This role typically reports to the ITS Infrastructure Services Manager.

POSITION ROLES & RESPONSIBILITIES

Demonstrates advanced knowledge in at least one of the departmental section disciplines:
server management, system administration, network management, desktop management, mobile device management, security management, incident management, audio visual systems support, project management, document management, service management, asset management, storage area network.

Demonstrates job knowledge, quality, dependability, judgment, communications and initiative, with demonstrated advanced proficiency in at least one of the following core competencies:
analysis, design, planning, implementation, monitoring/controls, troubleshooting and problem solving.

Demonstrates technical support that fosters commitment, team spirit, pride and trust. Facilitates and fosters open communication and cooperation within the organization and with customer groups in a team environment.

Supports organizational change that fosters a quality of service essential to high performance. Supports a shared vision and is able to work with others to translate vision into actions and meaningful contributions that drive performance to higher levels of effectiveness and productivity.

Shows initiative; manages and performs personal daily activities under the discipline of defined departmental business processes.

Executes tasks and work assignments with a demonstrated ability to focus on priority tasks.

Supports resolution of standard incidents and problems; distinguishes between relevant and irrelevant information to make logical decisions.

Takes ownership of assignments and works as part of a team with an appropriate sense of urgency.

Communicates effectively, both verbally and in writing, to peers and management. Prepares and delivers occasional section-level presentations to various audiences using clear, concise and effective

communication.

Performs basic setup, installation, and configuration of the operating system (including hardware and software) and assists with the setup, installation, and configuration of new software releases and upgrades.

Creates and manages user directories and files on the server platforms.

Monitors, diagnoses and resolves common operating system problems

Assists with the troubleshooting, maintenance and repair of operating systems and applications.

Assists with backup and recovery processes

Assists with the evaluation and recommendation of various software and hardware solutions to meet user needs.

Functions in a highly customer service driven manner.

Performs other related work and duties as assigned or required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Computer Science, Computer Information Systems, Business Administration, Mathematics, or a directly related field
- Additional relevant education and experience may be substituted for the minimum education and experience requirement.
- Or more years of information technology experience in advanced support of servers, systems, software, peripherals and storage technology.

LICENSES AND CERTIFICATIONS

- CompTIA A+ Certification Required
- CompTIA Network+ Certification Required
- Advanced Microsoft Certified Professional Required
- DL NUMBER - Driver License, Valid and in State Florida Driver's License Required
- CDL - Group A - Commercial Drivers License Required

KNOWLEDGE, SKILLS & ABILITIES

- Strong knowledge of server virtualization technologies, preferably VMware versions 6.0 and 6.5.
- Strong knowledge of backup/restore technologies and products, preferably NetBackup
- Strong knowledge of Microsoft Windows Server Clustering.
- Strong knowledge of Red Hat Enterprise Linux Version 6 or Version 7.
- Strong Knowledge of vulnerability identification/remediation techniques and applications.
- Strong Knowledge of data center configuration and operational support methodology.
- Strong Knowledge of Active Directory management, including but not limited to, Group Policy administration, replication, and user/group permissions.
- Knowledge of systems analysis, development, project planning, and documentation methods (including the use of Visio) and standards.
- Knowledge of various storage system technologies, including iSCSI, Fiber-Channel, DAS, NAS.
- Ability to dismantle, replace components and reassemble servers.
- Ability to collect, organize and evaluate data and make logical decisions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Willingness to learn, research and support new technologies

- Willingness to support critical systems after normal working hours.
- Willingness to work Non-Standard Hours, including nights, weekends, and holidays as required.
- Assignment to work a variety of work schedules including compulsory work periods in a special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, experience, abilities, and credentials relevant to a position.
- Knowledge of standard office practices, procedures, policies, personal computers, operating systems, and related software applications. Recommends changes to improve operational efficiencies.
- Under supervision, installs and repairs server hardware and software, as well as peripherals and cabling
- Assists lower-tier resources, senior team members as well as other disciplines in ITS in performing technical support in a formal or informal ITS infrastructure setting.
- Advanced skill in managing personal daily activities and tasks for self.
- Advanced skill in the use and application of reference materials to support the resolution of standard problems.
- Advanced skill in the application of theory in resolving problems.
- Advanced skills in applying new technologies, soft skills, and procedures.
- Ability to use diplomacy in dealing with difficult customers and delivery of services.
- Ability to communicate effectively, both verbally and in writing, with peers and others.
- Ability to communicate with tact, patience, and courtesy at all levels of the organization.
- Ability to assist other personnel with training in new technologies.
- Ability to establish and maintain effective work relationships, both inside and outside of the work section.
- Ability to develop relevant job-related skill(s) for the current role.
- Ability to understand and follow specific instructions, priorities, policies, and procedures.
- Ability to take ownership of, and support the resolution of, standard problems.

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Senior Legal Administrator

POSITION OVERVIEW

The Senior Legal Administrator is an integral part of the team, contributing to the smooth functioning of the Legal Affairs department and ensuring compliance with legal processes and financial requirements. This position requires a candidate with a strong legal background and exceptional organizational and administrative skills.

POSITION ROLES & RESPONSIBILITIES

Establishing and implementing internal procedures to streamline operations.

Coordinating department goals and objectives.

Maintaining a comprehensive central filing system to ensure efficient record-keeping.

Monitoring expenditures related to outside counsel and agreements.

Coordinating and preparing agendas for department meetings.

Preparing budget requirements for the department.

Monitoring the status of allocated funds and expenditures to ensure financial compliance.

Conducting legal and general research as needed.

Providing accurate oral and written communications summarizing assembled information.

Serving as a liaison between the Legal Affairs department and various stakeholders, including Authority Board members, Authority staff, external attorneys, governmental agencies, and the traveling public.

Drafting agenda titles, summaries, and PowerPoint slides for items to be presented to the Authority Board.

Monitoring the department's legislative tracking process.

Disseminating bills to the appropriate attorneys for evaluation.

Coordinating comments to the Authority's legislative lobbyist.

Performing executive and legal administrative tasks such as typing, scheduling, filing, transcribing dictation, and ordering supplies.

Composing and editing correspondence on behalf of the General Counsel and Assistant General Counsel.

REQUIRED FOR ALL HCAA JOBS

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employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree in Law, Public or Business Administration, or another related field.
- Four (4) years Of experience as a paralegal/legal secretary in the areas of real estate, litigation, government law, construction, bankruptcy, and/or contract law.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certified Legal Assistant (CLA) Preferred
- Certified Paralegal Preferred
- Professional Legal Secretary (PLS) Preferred

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Law, Public or Business Administration, or another related field.

KNOWLEDGE, SKILLS & ABILITIES

- Manages the department administrative services to include, but not be limited to, establishing internal procedures, coordinating department goals, maintaining a comprehensive central filing system, monitoring outside counsel expenditures, and agreements, and coordinating and preparing agendas for department meetings.
- Prepares budget needs for the department and monitors the status of allocated funds and expenditures.
- Performs legal and general research as needed and provides accurate oral and written communication outlining information assembled and, when needed, recommended actions.
- Serves as liaison between the Legal Affairs department and Authority Board members, Authority staff, outside attorneys, governmental agencies, and the traveling public.
- Drafts agenda titles, summaries, and PowerPoint slides on department items to be presented to the Authority Board.
- Monitors the department's legislative tracking process, disseminating bills to appropriate attorneys for evaluation and coordinates comments to Authority legislative lobbyists.
- Performs executive and legal administrative work including typing, scheduling, filing, transcribing dictation, ordering supplies, and composing and editing correspondence for General Counsel and Assistant General Counsel Signature.
- Performs other related duties as required.

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Senior Manager Communications

POSITION OVERVIEW

As a key member of our award-winning and globally-recognized team, the Senior Manager, Communications writes or supervises the writing of press releases, news stories, communications plans, talking points and other internal and external messaging. Reporting to the Vice President of Communications, this position manages Tampa International Airport's industry-leading social media program, as well as develops and executes Communications projects to advance Aviation Authority objectives and goals

POSITION ROLES & RESPONSIBILITIES

Supervises staff in furtherance of department and Aviation Authority goals

Writes and edits stories for distribution in Aviation Authority newsletters, websites, and digital platforms

Leads communications for Aviation Authority construction projects and revenue generating initiatives; maintains messaging calendar

Develops social media program strategy; ensures content accuracy and brand consistency; grows following and engagement

Creates analytics reports for social media program performance; manages social listening software

Researches and writes internal and external communications for the CEO and other executive staff

Responds to media requests as needed; monitors news coverage of the Aviation Authority and aviation industry, identifies trends and opportunities for promoting airport initiatives

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Journalism, Mass Communications, Public Relations, English or another related field.
- Of experience in journalism, media relations or public relations as well as management experience.

PREFERRED QUALIFICATIONS

- Experience in strategic and crisis communications
- Experience working with software such as PressPage, MailChimp or Drip

KNOWLEDGE, SKILLS & ABILITIES

- Must possess outstanding writing skills and the ability to communicate technical information accurately and in an easy-to-understand manner.

- Must be skilled at prioritizing assignments and handling multiple tasks under tight deadlines, embrace new technology and have a keen understanding of effective social media messaging.
- Must be a self-starter, be detail-oriented and creative.
- Must be dependable and flexible to work outside of traditional business hours as business needs arise are essential.
- Data analysis skills; understanding of social media trends, video storytelling and SEO
- Strong interpersonal skills: proficiently interacts with high level executives, maintains confidentiality, and collaborates effectively with all levels of management. You're passionate about your craft, have a positive attitude and enjoy working as a team
- Offer world-class customer care to the variety of audiences we connect with

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Senior Manager, Accounting

POSITION OVERVIEW

Reporting to the Director of Financial Planning & Analysis, this position will require a thorough understanding of the general ledger and accounting methodologies to support the oversight of the completion of monthly, quarterly, and annual financial package preparation. Responsible for the internal controls related to the financial performance of the Authority. Manages interim and year-end external audit processes. Possess the ability, knowledge, and flexibility to effectively supervise a range of professional and non-supervisory personnel responsible for various segments of the Authority's financial management system, including general ledger, accounts payable, iExpense, & financial reporting. Thorough knowlege of Generally Accepted Accounting Principles, Generally Accepted Auditing Standards, & Governmental Accounting Standards Board.

POSITION ROLES & RESPONSIBILITIES

Directs the monthly, quarterly and year-end closing activities of the accounts payable

Lead, plan and supervise all accounting functions for the Authority including accounts payable, general ledger, & financial reporting.

Oversight of the Oracle financials system general ledger. Evaluates the Oracle accounting system for effectiveness and recommend enhancements to senior management. Performs a critical leadership role in the testing and implementing of upgrades to the Oracle system and provide the necessary training to staff.

Responsible for the integrity of the financial controls over the books and records of the Authority and ensures that the controls are in place and being followed

Responsible for the management of the external financial audit is primary contact for the external audit team. Responsible for the accurate flow of pertinent information requested by the auditors and coordinates the collection of that information on the Authority side. This includes compiling, coordinating and tracking of the data requests as supplied by the external auditors. Additionally, responds to ad hoc informational inquiries, routing of data requests to the appropriate Authority personnel, transferring data to the external auditors reporting systems, and preparing various schedules and notes to the financial statements as assigned.

Manages the Authority's bank reconciliations prepared by staff to ensure accuracy and timeliness

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Accounting
- Accounting or Finance Role
- Controller or Controller-like position, Senior Accounting Role

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Possess a strong commitment to team-building and staff development coupled with effective communication skills that will help foster an environment of collaboration and employee recognition for a job well done
- Strong written and oral communication skills.
- Extensive knowledge of the principles of governmental accounting, business, and public administration.
- Extensive knowledge of the organization and operations of departments and agencies assigned for audit.
- Extensive knowledge of professional and departmental standards for the conduct of comprehensive auditing programs.
- Extensive knowledge of the provisions of various contracts between the County and external companies and contractors.
- Ability to plan the objectives, approach, scope, and work plan to accomplish audit objectives in accordance with professional and departmental standards.
- Considerable knowledge of supervisory principles and practices.
- Extensive knowledge of local, state, and federal laws, ordinances, and regulations pertaining to fiscal management of government agencies.
- Ability to work effectively with others.
- Ability to use ERP accounting systems and spreadsheet applications.
- Ability to analyze transactions and reports and make appropriate correcting entries.
- Ability to post, balance, and reconcile financial accounts and records.

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Senior Manager, Administration

POSITION OVERVIEW

Reporting to the Director of Compliance and Administration, the Senior Manager of Administration is responsible for managing the day-to-day administrative support services of the Authority. The major responsibilities of the Manager of Administration include overseeing the Authority's records retention and public records program; risk and safety management program including the procurement of liability and property and casualty insurance; the lost and found and abandoned vehicle programs; and the banking and investment programs.

POSITION ROLES & RESPONSIBILITIES

Manage the activities of the Central Records Manager, who is responsible for the operation of Central Records. Central Records maintains the Authority's paper and electronic records archives, responds to public records requests, purges Authority records in accordance with established records retention schedules, processes incoming and outgoing mail, and records incoming cash receipts.

Manage the Risk and Safety Manager, responsible for assessing the Authority's exposures and determining applicable insurance coverage needs, establishing contractual insurance requirements and language for construction, maintenance, consulting, and vendor supply contracts, and managing the Authority's facility safety inspection program. Manage the annual insurance policy renewal process for over ten types of insurance coverage. Monitor liability and property claims and litigation. Oversee the administration of brokered excess coverage. Recommend risk and safety management strategies.

Oversee the establishment and management of all Authority banking and investment programs as directed by the Finance department, including the opening and closing all banking and investment accounts, signing checks, and authorizing fund transfers.

Manage the abandoned vehicle and the lost and found item collection and disposal processes. Oversee the abandoned vehicle legal notification process and the abandoned car and lost and found auctions.

Interact with other departments as necessary to fulfill objectives.

Oversee administration goals and procedures, monitor staff performance, develop and implement long-range plans, and manage the preparation of operating and capital budgets.

Manage other administrative support functions as assigned.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Risk Management, Insurance, Business Administration or other related field.
- Five (5) years in records management for a public entity with knowledge of Florida public records and government in the sunshine laws.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent planning, organization and project management skills
- Strong written and oral communication skills including with larger groups and senior business leaders
- Understanding of and ability to administer property & casualty insurance portfolio.
- Ability to manage change and build consensus
- Ability to partner and interact with individuals at all levels of the organization and beyond
- Ability to maintain the highest levels of integrity, professionalism, and confidentiality

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JOB POSTING

Senior Manager, Airfield Operations

POSITION OVERVIEW

Reporting to the Director of Operations, this position is responsible for managing daily operations of the airfield and ramp operations on a 24/7 basis; and administers the allocation of resources, establishing policies and procedures, initiating programs, and managing personnel to ensure the continuity of operations; coordinates, monitors, and/or implements operational activities with key management representatives from the airlines, FAA, TSA, tenants, construction and other individuals within and outside the Authority.

POSITION ROLES & RESPONSIBILITIES

Supervision of the duty operations staff and their respective project activities and responsibilities.

Coordination and interaction with airport tenants, airline managers, Authority staff, construction contractors and FAA management on any matters that may impact the operation of the airport.

Attends construction progress meetings, provides reports, and coordinates Operations oversight and monitoring efforts.

Primary Operations representative for issues in a customer service capacity to the airlines and FAA to include problem resolution.

Represents Operations in and through the project development process.

Develops and administers policies and procedures to maintain a current Federal Aviation Administration operating certificate.

Reviews engineering and construction plans.

Implements and manages programs and specific management assignments by researching, evaluating alternatives and selecting courses of action.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- A four-year degree from an accredited college or university in Airport or Aviation Management, Public or Business Administration, or related degree;
- Of supervisory and managerial experience in airport operations at a large or medium hub airport.

KNOWLEDGE, SKILLS & ABILITIES

- This should include a thorough knowledge of federal and state regulations governing the use and operation of airports

- Extensive knowledge of the field of airport operations including 139 Certification and emergency procedures
- Specific knowledge of Tampa International Airport operations with respect to rules and regulations and operating directives
- Extensive knowledge of the principles and practices of management
- Extensive knowledge of the computer-based gate management system and flight information systems
- Skill in the application of management and supervisory techniques
- Ability to establish and maintain effective working relations with others within and outside the Authority
- Effective oral and written communication skills
- Ability to use considerable initiative, think independently, and exercise sound judgment

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JOB POSTING

Senior Manager, Airline Affairs

POSITION OVERVIEW

The Senior Manager, Airline Affairs will serve as a trusted advisor, leading multi-departmental teams and fostering strong business relationships with internal and external stakeholders. This position is responsible for overseeing operational coordination, construction projects, contract administration, and ensuring compliance with regulations and policies. The Senior Manager will also provide guidance and mentorship to a team of professionals.

POSITION ROLES & RESPONSIBILITIES

Build and nurture business relationships with stakeholders.

Lead multi-departmental teams and ensure successful project completion.

Coordinate operational activities between the Authority, contractors, and tenants in Real Estate projects.

Ensure successful project outcomes and timely completion of projects.

Lead and collaborate with multi-departmental teams, particularly during the onboarding of airlines and airline support companies.

Manage construction coordination projects, including facilitating discussions, providing input on construction projects, and conducting site visits.

Develop and maintain relationships with internal and external stakeholders.

Proactively address project management, administrative, and operational issues.

Oversee the drafting and administration of contracts between airline and ground handler partners and the Authority.

Manage the Real Estate GIS implementation and functionality to enhance its usefulness.

Recruit, train, coach, mentor, and develop team members.

Interact with aviation and non-aviation stakeholders to identify and address contractual and facility needs, including on-site visits.

Analyze and interpret aeronautical and non-aeronautical operating agreements, leases, and other airline-related agreements.

Propose innovative solutions for improving operational efficiency and generating revenue.

Prepare and deliver financial and contractual analyses, presentations, and reports.

Ensure compliance with regulations, policies, and procedures through collaboration with internal departments and legal counsel.

Monitor project budgets, allocated funds, and expenses.

Facilitate effective communication between tenants and Authority business units to optimize operational efficiencies.

Provide positive direction and guidance to team members, establishing responsibility and accountability.

Supervise, manage, and evaluate a team of professionals.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Business Administration or another related field.
- Of program/project management experience directly related to the position's duties.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- AAAE Certified Member (CM) within 1 Year Required

PREFERRED QUALIFICATIONS

- of Terminal or Security Operations experience

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of large hub airport operations, with a focus on airport-airline-ground handler interactions and relationships.
- Demonstrated expertise in leading teams, project management, and public speaking.
- Strong coordination skills in managing relationships between tenants and departments within the Authority.
- Intermediate financial skills, including Excel proficiency for ROI and Pro Forma preparation.
- Proficiency in collecting and analyzing data to derive logical conclusions.
- Proficient in Microsoft Office Word, Excel, and Outlook
- Excellent teamwork and collaboration skills.
- Skilled in contract drafting and management.
- Exceptional critical thinking and problem-solving abilities.
- Attention to detail and high level of accuracy.
- Effective listening and open communication skills.
- Demonstrated initiative, independence, and sound judgment.
- Excellent written and verbal communication skills.
- Familiarity with agreement and policy language interpretation, business negotiations, and financial terms.
- Ability to analyze agreements, standard operating procedures, and policies.
- Efficient resource management to ensure project success.
- Ability to establish and maintain effective relationships with internal and external stakeholders.
- Ability to think strategically and lead teams toward achieving visionary success.
- Strong customer service orientation.
- Ability to maintain confidentiality when required.
- Self-regulation and proactive follow-up.

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Senior Manager, Airport Concessions

POSITION OVERVIEW

Tampa International Airport is seeking a proactive self-starting individual to be responsible for the administration of leases and contracts to ensure compliance with terms and conditions expressed therein; research relevant markets and financial trends to forecast future business activity and assist in developing recommendations; maintain strong business relationships with tenants and conduct regular site visits. Additionally, the incumbent will be asked to provide exceptional leadership and strong written and oral communication skills along with experience in the areas of contract management, development and management of RFP's and RFQ's, strategic planning, financial management including development of proformas, breakeven scenarios, and cost-benefit analysis, concession compliance and conflict management, and manage the day-to-day relationship between the authority and the concession tenants.

POSITION ROLES & RESPONSIBILITIES

Develops and manages comprehensive economic plans as they relate to the concessions department including, pricing and utilization to ensure maximum commercial development revenues.

Works closely with tenants to ensure their continued success by reviewing short and long term plans and their financial/market position.

Manages leases and contracts to ensure complete compliance and verifies contract specifics such as pricing, merchandise delivery, store standards, customer service and airport provide services; report findings with a corrective action plan.

Creates various financial reports including development of proformas, break-even scenarios, and cost-benefit analysis.

Researches relevant markets and financial trends to forecast future business activity and assists in developing recommendations for the Director.

Prepares presentations to further the goals of the department and support new initiatives.

Prepares financial analysis of assigned concessions through monitoring of sales and revenue reports of concessions.

Develops and manages Request-for-Proposals (RFP) and Request-for-Qualifications (RFQ).

Develops policies and procedures for the department.

Manages the day-to-day relationship between the authority and the concession tenants; resolves management, tenant, and customer complaints and conflicts between tenants to ensure excellent tenant relations.

Manages events for Airport tenants including training seminars, meetings and special events and assists with security clearance and badging.

Direct staff support includes a Business Analyst and Administrative Support that assist in this position’s

responsibilities as well as other duties.

This position performs other responsibilities as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university with a major in Business, Finance, Real Estate or other relevant field
- Of progressively responsible professional management experience involving multi-unit food & beverage or retail management, advertising, or rental car concessions management, commercial property/shopping center management, or hotel management.

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JOB POSTING

Senior Manager, Airport Operations Center

POSITION OVERVIEW

Reporting to the Director of Airfield Operations and Emergency Management, the Senior Manager, Airport Operations Center manages the Airport's 24/7/365 operations and communications center which serves as the central point of contact for all calls, including emergency calls. The operations center is responsible for proactive management and leadership of airport systems, customer processing and movement, emergency management, and 911 Public Safety (Police, Fire, EMS) calls as well as calls relating to all critical airport systems including elevators, escalators and shuttles. This position is responsible for managing a staff of managers and a team of 30+ dispatchers on rotating shifts. Strong, proven people leadership is a must in this role. In addition to the leadership responsibilities this role is also responsible for planning, budgeting, coordinating, and controlling personnel, material, and physical resources to achieve operational and organizational objectives and ensuring all safety and regulatory compliance to FDLE, CJIS, and any other applicable requirement.

POSITION ROLES & RESPONSIBILITIES

Manages, plans and provides direction, coaching, counseling, and mentorship to staff to ensure effective operation of the Airport Operations Center.

Manages subordinate staff by scheduling, assigning and reviewing work; providing training and counseling and evaluating performance; initiates corrective action, if needed.

Provides supervision, guidance and motivation to assigned personnel.

Establishes administrative policies, procedures, and guidelines to ensure proactive operational efficiency and effective administration of assigned personnel.

Coordinates assignments for the Airport Operations Center, assigns staff to ensure adequate coverage, monitors activities to ensure adequate staffing and coordinates backup support for contingency actions.

Reviews and acts on management, administrative, and operational problems proactively.

Determines funding requirements, develops and manages the Airport Operations Center annual operating budget and monitors status of allocated funds and controls expenses.

Forward plan for future needs and benchmark operational processes against other airports to ensure best practices are in place at all times.

Coordinates with other divisions within the organization as well as and external agencies/departments to ensure efficient flow of communications and service; interprets, explains and ensures compliance with program requirements, regulations and procedures.

Assesses Airport Operations Center staffing needs and identifies shortfalls; interviews and recruits, or assists in the recruitment, of new personnel and identifies and implements means and methods to reduce attrition, improve employee retention, and increase diversity within the Operations Center

May perform any duties expected of subordinate Airport Operations Center personnel.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- of experience directly related to the position duties, four (4) of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Airport Management or a related field.
- of experience directly related to the position duties, four (4) of which must have been in a supervisory capacity.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles and practices of management.
- Considerable knowledge of the functions, activities, requirements, and objectives of the specific program/functional area to which assigned.
- Excellent oral and written communication skills.
- Skill in the application of management techniques.
- Ability to establish and maintain effective working relations with others within and outside their own organization.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Capable of gaining a strong knowledge of the airport Emergency and Security protocols
- A strategic thinker who can analyze present conditions forecast future needs

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JOB POSTING

Senior Manager, Automated Systems

POSITION OVERVIEW

Reporting to the Director of Maintenance, this position is one of two responsible for ensuring that all airport facilities, systems and equipment are maintained in accordance with industry standards and to meet or exceed customer expectations for safety, aesthetics, convenience, reliability and value. The facilities involved are all terminal buildings and other Authority-owned buildings, roadways and grounds, airfield pavements and grounds, and parking structures. The systems and equipment-related components consist of mechanical/electrical/plumbing systems, people mover and conveyance systems, baggage handling systems, passenger boarding bridges, security/access control, fire detection and protection, and all Authority-owned vehicles including heavy equipment. The Managers of Maintenance have oversight for the activities of in-house trades personnel and outsourced maintenance contracts. The Managers of Maintenance also ensure that the Maintenance staff participates on capital project development teams to provide input on issues relative to life cycle costs, maintainability, reliability, and customer service. This requires on-going involvement with Authority staff, design professionals, and constructors to help ensure projects meet customer expectations. In addition, the position develops and implements staffing plans, formulates goals and objectives, oversees and directs the development of project management plans, participates in procurement of specialty maintenance services including preparation of board agenda items, and formulates and monitors all aspects of the Maintenance department budget.

POSITION ROLES & RESPONSIBILITIES

Responsible for developing and monitoring the department budgets for operations and maintenance, equipment, and capital projects.

Responsible for implementing and monitoring goals and objectives.

Responsible for properly procuring specialty maintenance services and systems, including specification development.

Responsible for developing and implementing programs and processes to provide adequate inspection and monitoring of facility conditions to protect the Authority's interests.

Responsible for developing, implementing and monitoring project management plans including specification development when required. May also perform Project Director Duties for capital improvement projects as required.

Responsible for personnel development.

Primary responsibility for one of the two major divisions of the department;

- Management of contracted services which includes but is not limited to; responsibility for the overall management of all outsourced maintenance contracts; responsibility for providing proper administration over the Authority's tenant work permit program and key control functions; responsibility for instituting appropriate inspection; monitoring and other controls to ensure contract compliance of outsourced service contractors

- Management of in-house trades personnel which includes but is not limited to; Responsibility for the preventive and corrective maintenance activities of all trades personnel; responsibility for managing utility expenses and developing energy management programs; responsibility for instituting appropriate inspection, monitoring and other controls to ensure compliance of maintenance programs and maintenance projects

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Preferably in engineering,
- Of progressive experience managing a maintenance operation of similar complexity and budget responsibility.
- Significant high-level management experience at an airport of comparable size may be substituted for some of the educational requirements.
- Knowledge and experience in all aspects of maintenance including budget management is essential.
- Experience with a large maintenance operation that includes utilization of in-house and outsourced resources is necessary

PREFERRED QUALIFICATIONS

- Familiarity with all aspects of airport operations

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JOB POSTING

Senior Manager, Brand Strategy and User Experience

POSITION OVERVIEW

Reporting to the Director of Marketing, this position is responsible for developing and maintaining graphic and brand management throughout the Authority as it relates to those who interact within the physical Airport and to the presentation of the Airport brand in written, printed, digital, and broadcast communications. This position oversees the Graphic Designer and Videographer and works closely with all departments to ensure that proper brand standards are incorporated into the design, build, and implementation of all Authority programs.

POSITION ROLES & RESPONSIBILITIES

Develops and defines brand standards and strategies

Aligns staff resources to brand initiatives and executes action plans

Oversees the design, editing and production of printed, visual, and broadcast materials. This includes but is not limited to the Annual Report, special publications, newsletters, stand-alone events, recurring events, print ads, digital media, presentations, and video

Ensures consistency in all Airport communications and marketing efforts

Oversees the long-range goals, objectives, and plans for the Master Plan on behalf of the marketing department. Develops Master Plan brand guidelines

Acts as liaison between the marketing department and P&D to help develop and design user experiences throughout the Airport

Manages all web related design issues or content management

Develops online social and media strategies to promote Airport initiatives

Tracks and monitors ROI for brand equity and user experience programs

Researches and develops relevant and innovative applications for inclusion in marketing plans (this can include, but is not limited to social media platforms, interactive wayfinding, touch screen technology, customer loyalty program, content delivery systems, smart phone technology)

Produces graphic work as needed

Serves as liaison with the community and community partners regarding use of the Tampa International ‘s logo and positioning of the brand

Develops and manages project timelines

Serves as liaison for any third party designers

Works with advertising agency (as needed)

Manages the graphic designer and videographer

Develops budgets for creative projects

Manages in-house and out-of-house printers and vendor relationships

Manages multiple projects with a strong attention to detail

Ensures organizational compliance with brand standards

Performs other duties as assigned and directed by the Director of Marketing or the VP of Marketing.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Four-year degree
- Two to five years of relevant experience in graphic design and brand management
- Experience working with outside vendors to produce marketing materials and experience working with large scale brand developments as they relate to new construction.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of software selected for graphics and publications
- Ability to communicate with the design and development team of new construction
- Willingness to upgrade computer/skill training as technology changes
- Working knowledge of general office procedures and equipment
- Strong human relations skills
- A curiosity about the world, travel, and technology
- Ability to convey the essence of the brand and how it interacts with the community
- Ability to understand and execute both verbal and written instructions

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JOB POSTING

Senior Manager, Business and Market Intelligence

POSITION OVERVIEW

Reporting to the Director of Marketing provides data-driven insights in support of the Airport's marketing strategies, air service development efforts, and general strategic objectives. This position serves as an internal consultative role working heavily with senior business leaders throughout the organization, and an external role working with customers and community stakeholders to develop real-time actionable market intelligence. The position is responsible for the ongoing management of the Airport's survey research programs and oversees business intelligence efforts leveraging existing tools. Research tasks include continuous and ad hoc requests and quantitative and qualitative projects.

POSITION ROLES & RESPONSIBILITIES

Develops and conducts market research in support of the Airport's Strategic Business Plan; monitors, collects, and analyzes market intelligence data; and evaluates market and competitors' dynamics to devise effective business strategies.

Performs statistical analyses of primary and secondary data sources and synthesizes data into easily interpretable strategic recommendations.

Manages work assignments and ensures the accuracy and adequacy of technical work.

Interviews, select, supervises, develops, and counsels subordinates in accordance with established policies.

Develops research methodologies; ensures the soundness of principles used in developing new marketing strategies to address current and emerging business needs.

Generates innovative solutions in work situations and examines all possibilities before making a final decision.

Develops, manages, and presents world-class multimedia presentations and written reports of research results, findings, and recommendations.

Maintains and organizes all research data files and reports.

Responsible for research contractors' quantity and quality control to ensure that services received are of high quality and value.

Manages research contractors to ensure that project schedules are met.

Maintains situational awareness of news relevant to TPA and the Tampa Bay market.

Attends events and meetings with community stakeholders & professional associations in support of the Authority's strategic objectives.

- Prepares the Department's budget request and administers the approved budget.
- Supports Marketing staff with research and other needs.
- Provides direct analytical support to individual business units within the Airport.

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Bachelor's degree in Business Management, Business Administration or major where coursework included statistics and/or quantitative research methods
- Experience conducting formal research in a business or academic environment.

KNOWLEDGE, SKILLS & ABILITIES

- Must be inquisitive, introspective, wanting to understand the "why" behind numbers
- Must be able to work independently under tight deadlines and quick turnarounds with minimal supervision and direction
- Must have extensive experience in data mining and the ability to tell a compelling story with numbers
- Basic knowledge using business intelligence software
- Experience working with relational database programs
- Experience working with online survey programs
- Advanced level knowledge of Microsoft Excel
- Experience working with a statistical analysis software program
- Evidence of research authorship or assistance in a business or academic setting
- Deep curiosity and evidence of completing independent research in either a business or academic environment.
- Knowledge of basic statistical measurement techniques.
- Advanced experience with Excel data files
- Ability to prepare and present detailed information to management and clients.
- Ability to manage multiple resources and projects to achieve successful results.
- Ability to establish and maintain effective working relationships inside and outside the organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to direct specialized work.
- Ability to use substantial reasoning and problem-solving techniques.

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JOB POSTING

Senior Manager, Business Architecture & Product Support

POSITION OVERVIEW

The Senior Manager of Business Architecture and Product Support plays a pivotal role within our Information Technology Services (ITS) department. Reporting directly to the IT Director of Enterprise Application Services, the Senior Manager of Business Architecture and Product Support will lead in strategic IT planning, vendor and contract management, and budget planning and oversight for our core enterprise business applications. Their responsibilities will encompass managing a team of Application Analysts and contractors who provide crucial day-to-day support for our core business applications while also contributing to operational and strategic projects. Collaboration with the Senior Manager of Applications Architecture and Support and our Business Partners is essential to identify application enhancements, implement innovative tools and processes, and ensure alignment with our enterprise strategy.

POSITION ROLES & RESPONSIBILITIES

- Strategic Leadership:
  Participate in the leadership and management of the Information Technology Services (ITS) department by contributing to the development and execution of the ITS strategic plan. You will provide strategic and tactical planning, development, evaluation, and coordination for key enterprise systems, as well as plan and deliver department initiatives and goals.

- Stakeholder Collaboration:
  Collaborate closely with business stakeholders to gain insights into processes, analyze and interpret requirements, and lead the execution of technology projects and initiatives.

- Application Portfolio Management:
  Define and manage the application portfolio, prepare roadmaps, and establish long-term strategies for key products and applications. Stay current with industry trends and vendor plans to support strategic decision-making.

- Alignment with Enterprise Strategy:
  Define enterprise strategies that align functional solutions with business requirements and operations.

- Vendor and Budget Management:
  Oversee vendor contracts and licensing agreements, develop and manage the team's budget, and track spending on vendor work plans, Board approvals, and budgets.

- Process Improvement:
  Drive business process improvements and streamline operations, including areas for automation and the elimination of manual processes. Collaborate with multiple teams to design, develop, and deploy technology solutions that meet business requirements.

- Liaison Role:
  Serve as a liaison between application vendors, consulting partners, and other external companies for these applications. Promote and facilitate effective communication between the Enterprise Business

Applications department and the Authority's business partners, both internal and external.

- Resource Planning:
  Collaborate closely with the Project Management Office and Senior Manager of Applications Architecture and Product Support to plan resource deployment for new applications and software. Develop and implement application support, release management, and testing processes for operational sustainability.

- Policy Development:
  Develop and implement policies for the appropriate use and management of the Authority's enterprise business applications, ensuring adherence to Authority standards in all areas of application services.

- Team Leadership:
  Recruit, supervise, and mentor the Enterprise Business Applications team. Plan and support professional development for career growth among team members, empowering them to support, manage, and deploy enterprise business applications and processes.

- Professional Development:
  Engage in a planned program of professional development, maintaining continual growth in professional skills and knowledge essential to the position. Participate in conferences and belong to professional organizations and user groups.

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Computer Science or related field
- Five (5) years of experience with progressively complex leadership and management responsibilities in an information technology environment. Experience in business systems analysis and problem-solving.
- Five (5) years Proficiency in Agile and Waterfall Project Management methodologies, tools, and best practices (PMP & CSM certifications are a plus).
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Extensive experience implementing and supporting on-premise and SaaS ERP solutions (Oracle preferred)
- Experience working in a public sector organization; transportation sector experience would be a plus
- Strong experience with vendor, contract, licensing and budget management
- Familiarity with Organizational Change Management practices (Prosci preferred)
- Experience in application development, testing, and/or business systems analysis.

KNOWLEDGE, SKILLS & ABILITIES

- Proficiency in procurement, implementation, maintenance, and management of business applications.
- In-depth understanding of best practices and future directions in the development of on-prem and SaaS application roadmaps.
- Collaborative and cooperative leadership style, fostering empowerment, ownership, and accountability.
- Ability to independently prioritize, identify, and resolve highly complex problems.
- Skilled in facilitating productive meetings and thriving in a team-oriented environment.
- Competence in working with matrixed teams and managing external consultants.
- Strong communication, team dynamics, conflict resolution, mentoring, and leadership skills.
- Proficiency in standard SDLC and project management methodologies.
- Expertise in BI strategy and roadmap development and implementation.
- Ability to excel in a team environment, juggle multiple work assignments, and meet tight deadlines.
- Extensive background in business intelligence and data architecture, along with the implementation of solutions for areas such as marketing, sales, service, and operations.
- Deep knowledge of business intelligence best practices, processes, tools, standards, and practices.

- Familiarity with various business intelligence solutions and the ability to create a cohesive technology roadmap balancing end-user needs with supportability.

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Senior Manager, Business Diversity

POSITION OVERVIEW

Manages multi-component projects of medium to large size. These projects are characterized as having a project value of at least $50 million and crosses multiple business units, departments or operations. The projects managed have high project visibility, impact and risk at the Agency or County level.

POSITION ROLES & RESPONSIBILITIES

Performs project management work by providing project direction, planning and leadership to implement medium to large sized projects.

Works with project sponsor and stakeholders to outline project goals, scope, deliverables, resources budget and timing.

Works cross-functionally to solve problems and implement changes.

Represents the department/agency/division at meetings, functions, and events.

Determines funding requirements, prepares project budget documents, monitors allocated funds and controls expenses.

Mentors and provides expertise to other project team members.

Develops and presents project documentation and reports.

Develops and implements recovery plans for off-schedule and unanticipated occurrences.

Analyzes data to determine project's effectiveness and implements project/program adjustments.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Business Administration, Business Management, Public Administration or related field
- Five (5) years Of program/project management experience directly related to the position duties
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies

KNOWLEDGE, SKILLS & ABILITIES

- Skill in project management and the practical application of principles, tools and techniques.
- Ability to direct and manage multiple resources and projects to achieve successful outcomes.
- Ability to build coalitions among the various stakeholders.

- Ability to communicate effectively both orally and in writing and facilitates the open exchange of ideas and information.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Skill in presenting reports defining project progress, problems and solutions.

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JOB POSTING

Senior Manager, Capital Programs

POSITION OVERVIEW

Reporting to the Director of Procurement, Capital Programs, this position is responsible for overseeing the procurement process for capital improvement and Master Plan projects. Duties include approving and issuing purchase orders, facilitating the development and execution of capital change orders and amendments, managing the procurement process for Sole Source Contracts, Cooperative Contracts, Invitations to Quote (ITQ), Invitations to Bid (ITB), Requests for Proposals (RFP), Invitations to Negotiate (ITN) and Requests for Qualifications (RFQ), and negotiating professional and non-professional service contracts and agreements. This position also oversees the Owner Direct Purchase (ODP) and Job Order Contracting (JOC) Programs. The following positions report directly to the Senior Manager of Procurement – Capital Programs: Procurement Agents – these positions facilitate the Procurement process for Sole Source Contracts, Cooperative Contracts, ITQs, ITBs, RFPs, ITNs, RFQs and issue and approve purchase orders.

POSITION ROLES & RESPONSIBILITIES

Ensuring compliance with all federal, state and local procurement requirements in the selection of contractors. concessionaires, consultants and individuals providing services or products to the Authority.

Represent the Authority in negotiating contracts and agreements.

Facilitate change order and amendment process.

Oversee the development of contract documents for various delivery methods and facilitate Solicitation process.

Oversee ODP and JOC Programs.

Facilitate and oversee technical proposal evaluation process.

Supervise day to day activities of other Procurement Agent assigned to the Capital Program.

Manage Capital Program contract and solicitation templates.

Analyze construction costs against industry best practices.

Analyze bids for responsiveness.

Develop departmental policies and procedures.

Act as Director of Procurement, Capital Program, as necessary.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Bachelor's degree in management, business, construction, or a related field from an accredited college or university.
- Have a minimum of five years of progressively responsible experience in public procurement, contract negotiations.

LICENSES AND CERTIFICATIONS

- Valid Class C driver's license Upon Hire Required
- Certified Professional in Supply Management (CPSM), NIGP Certified Purchasing Professional (NIGP-CPP) or other equivalent professional certification Upon Hire Required
- General Contractor's license, Class A, or comparable certification, or a construction procurement certification within 1 Year Preferred

PREFERRED QUALIFICATIONS

- Master's Degree Master's degree in management, business, construction, or a related field from an accredited college or university.

KNOWLEDGE, SKILLS & ABILITIES

- Experience in utilizing Oracle and other automated procurement systems

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JOB POSTING

Senior Manager, Commercial Real Estate

POSITION OVERVIEW

Senior Manager, Commercial Real Estate, is responsible for attracting new commercial development opportunities and overseeing marketing efforts for both aeronautical and non-aeronautical land. It also involves managing tenant relations, ensuring timely responses, and creative problem-solving. This position supports the Authority's Master Plan and oversees a team handling various real estate activities, such as title work, surveys, easements, environmental issues, appraisals, appraisal reviews; purchase, relocation, and development of property interests; conducting negotiations; and monitoring other potential areas that might present a risk for each transaction and venture.

POSITION ROLES & RESPONSIBILITIES

Strategic Planning:
Contribute to strategic planning efforts and assist in developing, implementing, and managing property development strategies.

Real Estate Advice:
Provide real estate venture advice, ensuring compliance with laws and regulations while monitoring market trends for new development opportunities.

Lease Management:
Prepare lease documents, negotiate favorable terms, and ensure contract compliance.

Financial Analysis:
Conduct financial analyses to assess development feasibility, risks, and returns.

Workflow Management:
Develop and maintain efficient workflows, recommending process improvements.

Budget Management:
Assist in managing the real estate budget, forecasting, cost controls, and revenue generation.

Project Oversight:
Create project schedules and oversee development projects, collaborating with stakeholders.

Quality Control:
Monitor the quality of services provided by consultants.

Reporting:
Prepare status reports, financial updates, and progress summaries.

Representation:
Represent the real estate department internally and externally, aligning with Authority goals.

Networking:

Attend industry and public events to build strategic networks and partnerships.

Communication:
Deliver clear communications to internal and external audiences.

Customer Focus:
Maintain a positive attitude and work effectively with customers and tenants.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Business Administration or other related field.
- of real estate development experience.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Licensed Real Estate Agent Florida Real Estate License within 1 Year Required
- AAAE-Certified Member within 1 Year Required
- Valid Florida Driver's License Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Strong negotiation skills.
- Proficiency in Microsoft Office applications.
- Positive attitude and customer service orientation.
- Proficiency in real estate services techniques and best practices.
- Thorough understanding of real estate laws, regulations, and policies.
- Ability to conduct complex financial analyses.
- Application of customer-centric real estate best practices.
- Supports the Authority's mission and vision, encourages diverse perspectives, and promotes employee development.
- Persuasive and data-driven, balancing the needs of the Authority and stakeholders.
- Effective internal and external communication and clear explanation of proposed changes.
- Demonstrates the value of proposed changes for customers and the Authority.
- Able to manage internal and external customer requirements effectively and collaboratively.

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reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

JOB POSTING

Senior Manager, Construction

POSITION OVERVIEW

Reporting to the Director of Construction, this position is responsible for directing and supervising Authority construction staff, architects, engineers, and support personnel overseeing and inspecting the construction of facilities for the Authority's airport system. The Manager of Construction represents the Authority in the administrative and operational details of ongoing construction activities. The incumbent will insure that all construction projects are proceeding in accordance with the requirements of the project plans and specifications and in accordance with the goals and objectives of the Authority. This position also provides oversight of the communication between Authority Staff, contractors, designers, inspectors and the Authority's Consulting Engineer on all construction projects; oversight of the schedules of construction for all projects; assures that construction phasing, conflicts between contractors and contract compliance issues are addressed; and provides oversight of the status of contract submittals processing and assures prompt action is taken to maintain appropriate response within contract requirements.

POSITION ROLES & RESPONSIBILITIES

With the assistance of the Construction Project Managers, this position insures that regular construction progress meetings are conducted between contractors, designers and inspectors to review procedures, progress, scheduling and changes to the work.

With the assistance of the Construction Project Managers, this position insures that all construction activities are accurately documented and reported.

Monitor the contractor’s implementation and maintenance of a Safety Program. Review all proposed changes to the construction contracts and assure proper application and interpretation of the Contract Documents.

Provides oversight of the successful resolution and correction of Notices of Non-Compliance and oversees the preparation of the monthly status of construction report by the construction project manager.

Reviews the schedules submitted by the contractor to ensure compliance with the contract and monitors each contractor’s monthly submittals of schedules to ensure they remain within the parameters established by the contract. This includes reporting any major variance with recommended corrective action. Coordinates phasing of contactors’ work to complete the project(s) according to the Authority’s objectives of cost, time and quality.

Acts as the representative of the Authority at the site of all construction work.

Oversees Construction Project Managers’ scheduling and conducting of progress meetings at which contractors and inspectors can jointly discuss matters such as procedures, progress, problems, field changes and scheduling. Establishes procedures for cooperation and coordination between inspectors and contractors concerning all aspects of the project and implements such procedures.

Monitors the Architect/Engineer in determining that factory inspection and testing for items fabricated outside project limits is performed and assures that all necessary field records that arise out of the Work

are maintained and provides oversight of the Project closeout procedures.

Oversees the preparation and negotiation of all contract change orders.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Engineering, Architecture or Building Construction from an accredited college or university,
- Of experience in construction administration or construction management, preferably at a medium or large hub airport or similar facility with 24-hour per day operations (e.g. hospital, university, large multistory hotel complex)

PREFERRED QUALIFICATIONS

- Additional experience in lieu of the preferred Bachelor's Degree may be considered.

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JOB POSTING

Senior Manager, Emergency Management & Safety Programs

POSITION OVERVIEW

The Senior Manager, Emergency Management & Safety Programs at Tampa International Airport (TPA) is responsible for leading, developing, and implementing the emergency and contingency planning program and oversight of the Safety Management System (SMS) and Wildlife Hazard Management Programs for the Hillsborough County Aviation Authority (HCAA). This position will directly be responsible for coordinating the airport's emergency management, disaster operations, contingency planning, and business continuity planning. Crucial accountability of this role is training leaders across the organization in various ways to fulfill safety and emergency management responses, which includes supporting the Incident Commander during activations, conducting operational drills and exercises, and ensuring compliance with FAA and other state and federal requirements. The Senior Manager will provide leadership and guidance for airfield safety programs and oversee the SMS and Wildlife Program Managers. This department will provide leadership in training and drive innovation related to emergency management, airfield safety, and airfield compliance. Additionally, they will collaborate with various HCAA departments, agencies, and stakeholders to maintain current plans, procedures, and checklists to implement these programs and maintain relationships with local, state, and federal agencies.

POSITION ROLES & RESPONSIBILITIES

Emergency Operations Plan Development and Maintenance:

- Develop and maintain emergency plan checklists for response and recovery during natural or man-made disasters and other major incidents and accidents.
- Delivery and facilitation of numerous trainings across all leadership levels through various platforms.
- Ability to communicate up and down the leadership organization at HCAA and across local, state, and federal partners.
- Develop and coordinate an effective business continuity plan in the event of an emergency or contingency activation at TPA.
- Serve as the primary coordinator for TPA emergency preparedness and management, designing, communicating, and evaluating emergency response and contingency plans specific to TPA's operations.
- Analyze and evaluate emergency plans across TPA departments, ensuring they meet the organization's current needs.

Airfield Safety:

- Responsible for the oversight and management of the SMS Manager. Developing staff goals, schedules, and personnel reviews and ensuring training and development resources are available to promote the SMS program.
- Responsible for ensuring CFR Part 139 safety processes for airside safety are established, implemented, and continuously improved.
- Oversight of the development and implementation of the Airport Safety Management System Manual, which the SMS Manager will lead
- Responsible for overseeing and managing the Wildlife Program Manager (s).
- Responsible for ensuring CFR Part 139 compliance and permitting compliance to implement wildlife hazard management programs at TPA.
- Works with airfield safety staff to innovate and streamline processes that ensure compliance and promote setting high industry standards.

Training and Education:

- Designs, coordinates, executes, and evaluates Departmental exercises to ensure that all employees understand the Airport Emergency Plan and their role as part of the plan. This includes emergency preparedness and response to all-hazards incidents, including but not limited to aircraft incidents, terrorism incidents, bomb threats, hazardous materials incidents, facility evacuations, family assistance, and communicable diseases.
- Develop and conduct training programs to ensure employees understand their roles in the Airport Emergency Plan, including response to all-hazard incidents such as aircraft incidents, terrorism incidents, bomb threats, hazardous materials incidents, facility evacuations, family assistance, and communicable diseases.
- Evaluate and review updates to tenants' and airline emergency response plans, ensuring alignment with the Airport Emergency Plan and comprehensive emergency management.
- Lead the Airfield Training Academy program and ensure all necessary topics, tools, and resources are utilized accurately. Coordinate all training elements and obtain appropriate leaders to present subject matter within the training curriculum.
- Ensure all training is completed for Airfield Safety Programs in accordance with FAA Part 139 requirements.

Collaboration and Coordination:

- Collaborate with HCAA departments and TPA tenants, Federal, State, and Local Agencies to ensure appropriate emergency preparedness, response, recovery, and mitigation efforts.
- Collaborate with HCAA departments and TPA tenants, Federal, State, and Local Agencies to ensure appropriate permits, inspections, reporting, and record keeping are in place for all Airfield Safety Programs.

Business Continuity Planning:

- Develop and coordinate an effective business continuity plan in the event of an emergency or contingency activation at TPA.

Emergency Operations Center (EOC) Management:

- Operate and maintain the EOC as a site for key leaders and stakeholders to support operations during emergency events, assuming various roles and responsibilities as needed.
- Serve as a key member of the Airport's incident management team during event response, providing leadership in emergency situations and is the airport’s primary liaison to external agencies.
- Lead the FAA Part 139 Annual Plan Review and Tri-Annual Full-Scale Exercise, including the development, execution, facilitation, evaluation, and implementation of corrective actions.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Emergency Management, Aviation Management, or another related field.
- Five (5) years of experience with emergency management, command and control, and training/experience.
- Five (5) years of aviation-related experience.
- Two (2) years of Experience in project management and planning as a lead or supervisor.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- • Certificate of completion from the Department of Homeland Security (FEMA) for National Incident Management System (NIMS) training, including ICS 400 and prerequisites. Upon Hire Required
- • Valid and State Possession of a valid Driver's License Upon Hire Required

- • Certified Emergency Manager (CEM) Certified Emergency Manager (CEM) with the International Association of Emergency Managers Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of policies, procedures, precedents, regulations, executive and general orders, and rules of the Airport Operations department.
- Knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS) emergency response and recovery techniques.
- Must be flexible and available to respond to the Airport 24/7/365.
- Ability to speak publicly to large groups.
- Demonstrate the ability to work effectively and exhibit leadership in a stressful environment.
- Results-driven, possesses solid execution skills with a demonstrated track record of getting things done.
- Works independently with little supervision or direction.
- Must possess a track record with proven results in enhancing the safety and security of guests and employees.
- Ability to work in a fast-paced environment and effectively balance multiple competing priorities.
- Ability to make presentations to Executive level leadership and the Board of Directors.

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JOB POSTING

Senior Manager, Environmental Services

POSITION OVERVIEW

This position is responsible for Directing and supervising the environmental compliance program for the Authority's airport system. This position supervises the activities of the Authority's environmental staff, environmental consultants and contractors as it relates to the day-to-day operation and maintenance of the airport facilities. Also directs and supervises the activities of the Authority's project design consultants and contractors whose work supports the Authority's capital improvement program. This position reports to the Director of Planning and Development. This position manages the environmental compliance program which has the goal of reducing current and future environmental liabilities, reducing compliance costs associated with regulatory permits and reporting requirements, and cost-effectively managing compliance responsibilities with a focus on pollution prevention. This position represents the Authority before regulatory agencies and is responsible for environmental-related communications with environmental regulators, consultants and contractors. Directs investigations on enforcement actions and prepares regulatory responses. Serves as a liaison for the airport system's stakeholders to provide recommendations on design compatibility and interpretation of environmental regulations. This position provides support to the Authority's real estate program. Manages a compliance program for existing tenant facilities, and an audit program for Authority real estate that is under consideration for acquisition, divestiture or future redevelopment. This position administers the environmental department's operation and maintenance budget, monitors the status of funds and determines staffing requirements.

POSITION ROLES & RESPONSIBILITIES

Ensures that the Authority’s real estate program is environmentally sound. Coordinates an inspection and pollution prevention program for existing tenant facilities. Manages a tracking and compliance monitoring program to ensure that tenant activities are in compliance with applicable environmental regulations.

Manages an audit program for Authority real estate that is under consideration for acquisition, divestiture or future redevelopment. Coordinates audits, follow-up investigations and site rehabilitation, as necessary.

Manages environmental compliance matters that are encountered on capital projects by providing technical support during the various project phases including design, technical specification development, permitting and construction. Participates in the procurement of professional consulting services and contractors.

Develops and maintains budgets and schedules. Administers the operation and maintenance budget for the environmental department. Manages the budgets, schedules and workloads of the Authority’s environmental consultants. Supports the Authority’s capital improvement program by providing budgets and schedules for environmental project components.

Manages the Authority’s environmental consultants. Ensures that these consultants complement the environmental compliance program so that the program maintains full capability to meet the airport system’s needs. Ensures that the Authority’s environmental consultants directly or indirectly serve all stakeholders including Authority staff, tenants, government agencies and regulators.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In geology or engineering from an accredited college or university.
- Of progressively responsible experience managing an environmental engineering program at a medium or large hub airport.
- The qualifications also include the design and management of environmental projects and the supervision of subordinates.

LICENSES AND CERTIFICATIONS

- A professional license from the state of Florida in geology or engineering Required

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JOB POSTING

Senior Manager, Facilities Development

POSITION OVERVIEW

Under the general direction of the Director of Planning and Development, this position represents the Authority in the administrative and operational details of ongoing design activities and provides oversight of the communication between Authority Staff, design consultants, Authority's Consulting Engineer, tenants and airport users on facility development projects. This position will oversee the planning and design elements of the Authority's complex facilities projects. It is the duty of this position to ensure that from an operational and functional aspect all design elements are fully coordinated with Authority stakeholders including meeting all FAA and TSA regulatory operational requirements. This position is to insure that the design of all projects is proceeding in accordance with the goals and objectives of the Authority and that all schedule and budget requirements are met. The incumbent will represent the Authority in the administrative and operational details of ongoing design activities. This position will ensure that the design for the Authority's complex facilities projects is proceeding in accordance with the goals of the Chief Executive Officer, the executive management team and the project management plans. Reporting to the Manager of Facilities Development are the following positions: Project Directors – These positions are responsible for managing and overseeing the architectural and engineering design of all capital projects associated with the improvement and expansion of the Authority's airport system. These positions supervise the Authority's project design consultants.

POSITION ROLES & RESPONSIBILITIES

Oversee the creation of Project Management Plans (PMP), budget and schedules for projects that support the Authority’s airport system.

Closely interacts with other members of the Authority and design consultants regarding the development, implementation and coordination of complex facilities projects

Directing and supervising Authority staff and project design consultants related to design, functionality, operational feasibility and regulatory compliance.

Coordinates the design, from an airport operational and phasing prospective, with Authority stakeholders, staff and tenants and supervises the preparation of associated contract documents with the goal to minimize operational impacts

Liaison with internal and external Airport stakeholders during the planning and design phase of each project

Create presentations and hold project team meetings with stakeholders during the design process, as well as keep stakeholders updated and informed as the project moves through both the design and construction phase of each project.

Coordinate with tenants during construction regarding impacts to their operation and coordinate with Authority construction personnel to minimize such operational impact.

Directs and supervises Authority staff and project design consultants in the preparation of design drawings, specifications, cost estimates and schedules.

Coordinates and establishes effective working relationships with other Authority departments, coordinates with governmental and code agencies, and assists in design administration duties.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Engineering, Architecture, Airport Management or Airport Operations, from an accredited college or university.
- Of progressively responsible experience at a medium or large hub airport.

LICENSES AND CERTIFICATIONS

- Professional license in the field of engineering or architecture Preferred

KNOWLEDGE, SKILLS & ABILITIES

- The incumbent should possess exceptional leadership, communication and presentation skills.
- Successful candidate should possess an understanding in airport facilities development and airport operations

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Senior Manager, GA Business and Administration

POSITION OVERVIEW

Reporting to the Director of General Aviation, this position is responsible for all business administration at the Aviation Authority's three (3) General Aviation airports: Peter O. Knight (TPF), Plant City (PCM), Tampa Executive (VDF), and GA activities at Tampa International Airport. This position will be responsible for General Aviation business development and departmental employee engagement, as well as event coordination and marketing coordination relating to aeronautical and non-aeronautical general aviation development. This position will directly manage administrative personnel and provide strategic support to the Director of General Aviation in conjunction with the General Aviation Senior Manager of Operations and Maintenance. Strong working knowledge of General Aviation is a must.

POSITION ROLES & RESPONSIBILITIES

Develop and maintain reports necessary to monitor business and financial trends.

Attends daily debriefing to present departmental updates in the absence of the department Director.

Develops and implements the department employee engagement program, including coordinating lunches with Leadership, planning team-building activities, developing surveys, and working with HR to create educational opportunities.

Develops content and prepares presentations in coordination with the Director of General Aviation for meetings and events, including quarterly tenant meetings, Executive Team, and regular Board meetings.

Coordinates and collaborates with other Aviation Authority departments that support the Authority's aeronautical and non-aeronautical general aviation development.

Prepares and/or monitors project budgets, monitors the status of allocated funds, and controls expenses.

Prepares and analyzes statistical reports and develops and reviews goals and objectives with the Director of General Aviation and Senior Manager of GA Operations and Maintenance.

Is able to understand, interpret, and present business aviation terminology in a way that is quantifiable and presentable to Senior Leadership.

Assists in the development and implementation of policies and procedures for the Aviation's General Airport System.

Coordinates general aviation-related development with internal and external stakeholders.

Maintains and updates policies, procedures, rules, and regulations as required.

Builds and maintains strong relationships with tenants and clients.

Must be available during non-standard hours during irregular operations or emergencies.

Assists the Director of General Aviation in maintaining important business relationships with key

stakeholders and actively seeks out new business relationships.

Must have strong communication skills.

Must be available for business-related travel.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Aviation Management, Business or Public Administration or a related field.
- Five (5) years of progressively responsible experience in managing business operations at a General Aviation airport or similar industry.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- AAAE Certified Member (CM) Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of current Federal Aviation Administration regulations and advisory circulars.
- Thorough knowledge of airport operation, safety, and maintenance processes and procedures.
- Thorough knowledge of effective management methods and practices.
- Must be able to work well under pressure in a fast-paced environment.
- Ability to coordinate contracts and leases and to prepare and recommend long-range plans and policies.
- Industry certification or accreditation is strongly desired.
- Must be able to use Word, PowerPoint, and Outlook and use appropriate business writing techniques.
- Must be proficient in using advanced technology as part of the job requirement.
- An ideal candidate can make sound decisions in the absence of management.
- Ability to define tasks and milestones to achieve objectives.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability to communicate effectively and professionally orally and in writing.
- Ability to use initiative and exercise sound judgment.
- Ability to collect, organize, and evaluate data to develop logical conclusions.

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Senior Manager, General Aviation

POSITION OVERVIEW

Reporting to the Director of Operations and General Aviation, this position is responsible and accountable for directing the operations, maintenance, business and marketing initiatives of the Authority's General Aviation Airports and for coordinating the activities of each Fixed Base Operator and maintaining relationships with the tenants. The Manager of General Aviation oversees all operational and business aspects of the general aviation airports. The position supervises the Authority personnel assigned to General Aviation, to include administrative, operations and maintenance, and business and marketing personnel. This position is responsible for maintaining a professional and cooperative relationship with tenants, Fixed Base Operators, local community and government groups, and associations with interest in General Aviation. Additionally, the Manager of General Aviation must have the ability to cultivate and maintain strong collaborative and mutually beneficial relationships with other Aviation Authority Department personnel for the purpose of maintaining, advancing and growing our General Aviation Airports.

POSITION ROLES & RESPONSIBILITIES

Provides strategic direction for future growth and opportunities in the industry.

Oversees the day-to-day management, operations, and maintenance of the Authority's General Aviation Airports to safely and professionally operate the General Aviation system in accord with all legal guidelines for airport operation.

Coordinates with the Authority's Facilities department and provides key input in administering the Authority's Height Zoning Regulations and reviews all plans for tenant alterations and construction schedule for work at General Aviation Airports to assure compliance with leases and development standards.

Implements General Aviation business and development goals, business plan objectives, policies, programs, and procedures; prepares and analyzes statistical reports and develops and reviews goals and objectives with the Director.

Coordinates with the Authority's Marketing department in identifying opportunities to make the General Aviation Airports financially sustainable by growing the business and generating a profit. Collaborates with other Aviation Authority Departments in identifying business development opportunities.

Actively monitors the competitive landscape, and proactively identifies and recommends best practices of other General Aviation Facilities.

Assists the Director in the creation of Project Management Plans (PMP) for projects that support the Authority's aeronautical and non-aeronautical general aviation development.

Plans and organizes research and statistical work relating to the various aspects of administration, operations, budget and general management matters; conducts customer satisfaction surveys, and special studies concerning aviation programs and submits recommendations to the Director.

Closely interacts with internal and external stakeholders for all marketing, public relations, promotions, and economic development activities to include events, community presentations, expo's, and

newsletters; identifies and recommends alternate sources of revenue derived from airport-oriented business activities.

Establishes cooperative relationships with the public and tenants; effectively promotes the general aviation system; confers with governmental entities, business and commercial representatives and general public about development and operational matters; coordinates General Aviation related activities with other departments, and with outside agencies.

Keeps records of all hangar and facility rentals; assists the Finance Department with delinquent accounts. Tracks real estate/tenant leases.

Assists the Director with budget preparation and ensures department expenditures are kept within the budget parameters as approved by the Authority.

Assists the Director in planning of future airport development programs, business plan programs, and airport master plan updates.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS

- Bachelor's Degree Airport Operations Management, Business Administration, or a closely related field.
- Five (5) years of progressively responsible experience at a General Aviation airport and understanding of airport facilities development and airport operations, federal, state and local rules and regulations affecting airport operations, business principles and practices as they relate to management of airports.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent oral and written communication skills.
- Demonstrated ability to lead or supervise administrative staff or interns effectively.
- Familiarity with Aviation Business processes.
- Knowledge of the features of airport construction and knowledge of federal and state laws and regulations applying to airports, air traffic control, and airport use.
- Comprehensive knowledge of airport operations, maintenance, and related activities, ensuring optimal operational performance.
- Proficiency in weather and NOTAM terminology used in Airport Operations, enhancing your ability to make informed decisions.
- Strong organizational skills, enabling you to lead teams, prioritize effectively, and independently drive projects forward.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals in English.
- Superior communication skills, both written and verbal, essential for conveying complex information and building relationships.
- Excellent analytical and decision-making capabilities, empowering you to evaluate programs, policies, and procedures for continuous improvement.

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JOB POSTING

Senior Manager, Information Security Office

POSITION OVERVIEW

Reporting to the Director of Information Technology Services, the incumbent will lead critical information security-related activities, including the planning and development of information security strategy in support of the Authority's strategic plan. This position requires an in depth understanding of data breach reporting laws, generally accepted information security principles and related information technology security best practices. The incumbent must be familiar with commonly used IT technology security controls and tools and have knowledge of software development lifecycles, IT operations, data center operations, IT project management methodologies, IT hardware/software architectures and IT auditing and compliance practices. Ideally, the incumbent should be familiar with CISCO network solutions and be able to prepare and present complex information security concepts and reports to a wide range of technical and non-technical stake holders.

POSITION ROLES & RESPONSIBILITIES

Provides information and recommendations for consideration by the Director of ITS and other Executives regarding compliance with laws and regulations that govern the protection of sensitive and confidential systems and data

Collaborates with other ITS staff and stake holders to develop security policies, standards and guidelines to ensure the confidentiality, integrity and availability of information systems and data

Supports the protection of information technology assets by developing, implementing and operating security best practices that include systems access management, systems security monitoring and threat evaluation

Reports all critical security issues to the Director of ITS and other Executives

Develops risk reduction strategies and plans

Supports the development and delivery of employee security awareness training programs.

Collaborates with external consultants as required to support independent security audits, assessments and intrusion and penetration testing.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In information systems, computer science, management information systems or other related discipline.
- Of professional experience gained in information technology roles, to include five years in an information security role including experience with Payment Card Industry-Data Security Standard (PCI-DSS) audits.

LICENSES AND CERTIFICATIONS

- CISSP Certified Information Systems Security Professional Certification issued by ISC. Required
- Certified Ethical Hacker (CEH) Required
- CompTIA Security+ Certification Required

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JOB POSTING

Senior Manager, Internal Audit

POSITION OVERVIEW

Oversees a wide range of professional assurance and consulting engagements. Assigns, reviews, and supervises work of less experienced auditors and ensures work is completed in accordance with professional auditing standards. Independently performs complex test work and strategic initiatives as assigned. Collaborates and communicates with Senior Leadership and employees from other business units and commercial entities with whom contractual relationships exist. Influences positive change within the Authority by being a trusted advisor. Assists with completion of the annual risk assessment and annual audit plan. Leads the internal and external assessment efforts for the Department. Responsible for supervising, coaching, and appraising direct reports (staff and senior auditors). Reports to the Director of Internal Audit. The Authority does have a flexible work policy that allows for a hybrid work schedule (some in-person and some remote work). All essential job functions can be performed in the office or remotely.

POSITION ROLES & RESPONSIBILITIES

Oversees planning, coordination, and performance of assurance and consulting engagements of in-charge auditors from beginning to end in accordance with the annual audit plan. Responsible for review of auditor workpapers and reports to ensure conformance with professional standards and the Department's specifications as well as ensuring work supports engagement results and conclusions. Responsible for highly complex areas of an engagement while providing support to subordinates in their performance of less complex areas. Regularly communicates engagement progress, technical problems, and potential issues identified to supervisor and senior leadership stakeholders.

Leads the internal and external assessment efforts for the Department by coordinating the assessments, communicating results of the assessments, and ensuring the Department takes any corrective action needed to ensure compliance with standards. This includes management of Department templates and execution and communication of revisions to templates. Participates in decisions relating to changes in auditing policies and procedures within the Department.

Directly supervises, trains, schedules, assigns work, and prepares performance reviews of Senior Internal Auditor and Staff Internal Auditor. Provides recommendations regarding hiring, discipline, and promotion of subordinates.

Assist Director with completion of the annual risk assessment, annual audit plan, and preparation for Audit Committee Meeting.

Attends meetings and communicates effectively with various Authority Department representatives and representatives from external organizations, as needed. Represents the department in outside meetings and conferences, as needed.

Performs special projects and participates in Authority-wide initiatives as assigned.

Attends and participates in continuing professional education opportunities throughout the year.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field AND
- of supervisory or project management experience as a professional Auditor.
- OR an equivalent combination of related experience, training, and education necessary to perform successfully in the role.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) OR Upon Hire Required
- Certified Internal Auditor (CIA) OR Upon Hire Required
- Certified Information Systems Auditor (CISA) OR Upon Hire Required
- Note: If not currently a Certified Internal Auditor, the Senior Manager, Internal Audit will be expected to become certified by the end of the second year of employment. Required

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book).
- Thorough knowledge of proper workpaper techniques such as referencing, indexing, etc. Ability to ensure results and conclusions are well-documented in accordance with professional standards and the Department's procedures.
- Ability to assist in-charge auditors with identification and communication of issues, with recognition of root causes to ensure recommendations are appropriate considering feasibility and overall risk, and with evaluation for inclusion in report by distinguishing between critical and noncritical matters.
- Advanced proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint, etc.)
- Ability to understand and interpret provisions of various contracts between the Authority and external companies and contractors.
- Ability to prepare and review complex engagement reports and analyses for completeness of preparation and conformance with engagement objectives, professional auditing standards, and department procedures. Must be able to provide constructive feedback to audit staff as part of the review process.
- Ability to analyze and interpret complex data, devise audit procedures and techniques, and evaluate results.
- Ability to work directly with Legal Affairs regarding interpretations of laws, rules, regulations, contracts, etc.
- Thorough knowledge of supervisory principles and practices
- Ability to participate effectively in the formulation of departmental policies and procedures and to stay informed on revisions to applicable Authority, Department, and professional policies, procedures, and standards to ensure conformance.
- Ability to communicate effectively and persuasively, both verbally and in writing with Executive and Senior Leadership.
- Ability to work effectively with personnel in the Department, in other Authority Departments, and from outside the Organization.
- Strong organization and follow-up skills, including handling competing priorities to meet deadlines and commitments.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action, and plan for follow-up testing.
- Ability to maintain professional certifications and desire to obtain new certifications as part of continued professional development.
- Ability to perform work with objectivity and integrity and ability to maintain confidential information. Must adhere to Department independence and ethics standards.
- General knowledge of federal, state, and local laws, ordinances, rules, regulations, and guidelines pertaining to fiscal management of government agencies, including those funded by federal grants.
- General knowledge of the principles of governmental accounting, business, and public administration.
- Ability to determine the adequacy and effectiveness of management controls over operational activities.

- Ability to exercise judgment and discretion in evaluating audit findings for critical and non-critical matters.
- Experience with general information systems auditing (general computer controls, finance-related software applications).
- Experience with electronic audit work paper software is preferred.
- Experience with data analysis software is a plus.
- Experience in construction auditing is a plus.

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JOB POSTING

Senior Manager, Non-Capital Programs

POSITION OVERVIEW

Reporting to the Director, Procurement, Non-Capital and Materials Management, this position oversees Procurement Agents and is responsible for providing complex procurement support for 20+ departments including Maintenance, Information Technology, Marketing, Operations, and Concessions utilizing primarily Request For Proposal (RFP), Request For Quote (RFQ), and Invitation To Negotiate (ITN) solicitation processes. This position is also responsible for the Purchasing Card Program including PCard holder training, Contracts Management System, the departments' continuity of operations plan, department Benchmarking, and departmental awards and certifications. This position also oversees the Materials Management & Inventory Control section responsible for inventory and warehousing management including property disposition.

POSITION ROLES & RESPONSIBILITIES

Oversees the development of solicitation documents, specifications and contract documents for professional service agreements.

Represent the Authority in negotiating contracts, agreements, work orders and change orders.

Analyzes proposals and bids for responsiveness.

Facilitate and oversee technical proposal evaluation process.

Facilitate and oversee contract negotiations.

Provides oversight and direction to employees.

Ensures compliance with all federal, state and local procurement requirements in the selection of supply and service providers, contractors, concessionaires, consultants and individuals providing services to the Authority.

Analyzes costs and revenue projections against industry best practices.

Represent the Procurement department at Development Committee meetings.

Review and analyze purchasing data to ensure compliance with policy, procedure and process controls.

Review and approve requisitions, purchase orders, and vendor invoices.

Develop departmental policies and procedures.

- Act as Director, Procurement Non-Capital Program and Materials Management as necessary.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

LICENSES AND CERTIFICATIONS

- Class E driver's license within 60 Days Required
- Certified in Public Purchasing Certified Public Purchasing Officer (CPPO) Upon Hire Required

PREFERRED QUALIFICATIONS

- Bachelor's Degree The recommended qualifications to perform successfully in this position are a Bachelor's degree in management, business, or a related field from an accredited college or university.
- The incumbent should have a minimum of five years of progressively responsible experience in supervision, purchasing, contract management, of which at least five years must include experience in a public (government) organization.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of purchasing and procurement within a public agency
- Considerable knowledge of Federal, State and Aviation Authority rules and regulations governing procurement practices within a public agency
- Ability to analyze situations quickly and objectively and determine a proper course of action to be taken in emergency situations
- Ability to seamlessly plan and coordinate multiple activities occurring simultaneously
- Ability to accurately and meticulously maintain records and prepare technical reports
- Ability to communicate effectively orally and in writing
- Ability to easily build rapport and establish and maintain positive effective working relationships with co-workers, representatives of other agencies, and the general public

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Senior Manager, Office of Innovation

POSITION OVERVIEW

Reporting to the Vice President of Human Resources and Administration, the Senior Manager, Sustainability and Wellness will be responsible for the comprehensive vision and strategy for the Authority's Sustainability and Wellness programs in order to promote a culture of social, environmental and economic sustainability throughout the Authority. The incumbent will be the organizational champion who will integrate sustainability, corporate wellness and associated practices throughout the Authority via the continued development, evolution and execution of the Authority's Sustainable Management Plan (SMP). The Senior Manager, Sustainability and Wellness will be a catalyst for change in stakeholder participation and practices by driving innovation and utilizing education, partnerships and initiatives to further the Authority's commitment to sustainability and wellness. The incumbent will promote Tampa International Airport as a global leader in sustainability and corporate wellness practices throughout the Tampa Bay community and aviation industry.

POSITION ROLES & RESPONSIBILITIES

Direct the research and analysis of the Airport's sustainability and wellness needs to determine program direction and goals; develop metric systems to monitor and assess progress towards achieving performance goals.

Identify, review, and assess the Airport's current sustainability and wellness services and programs; assess sustainability and wellness goals and strategies to bring greater coordination within the enterprise organization; streamline identified opportunities for improvement.

Develop a comprehensive policy and a strategic performance plan that encompasses current goals, best practices, and move the Airport towards a more environmentally and socially sustainable future.

Collaborate with internal departments to develop and implement marketing and educational programs that inspire the Airport to embrace environmental sustainability and wellness practices which changes the thinking, behavior and practice of individuals, departments, organizations, and community.

Partner with multiple departments to manage activities that accomplish all levels of conservation and sustainable development including green purchasing, energy conservation, solid waste recycling, green building, resource and water conservation, greenhouse gas reduction, renewable resources, and environmental reporting metrics.

Oversee the sustainability opportunities in capital improvement projects in the built environment to ensure sustainability practices and goals are achieved; participate in budget development by providing justification and persuasive arguments for proposals or initiatives; develop cost/ benefit analysis to make informed decisions that focus on optimizing social and environmental impacts of sustainability program initiatives.

Develop internal and external stakeholder partnerships and work with community members, organizations and other government agencies to enhance the Airport's sustainability and wellness programs, practices and engagement; collaborate with boards and commissions, committees, or other governing boards to develop strategic direction and integrate the Airport's sustainability and wellness policies and practices.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Business Administration, Project Management or another related field.
- Five (5) years Of program/project management experience directly related to the position duties.

PREFERRED QUALIFICATIONS

- Experience may substitute on a year-for-year basis for the required education.

KNOWLEDGE, SKILLS & ABILITIES

- Exceptional leadership skills demonstrated by proven results through collaboration and empowerment.
- Experience working in a large complex organization (i.e. airport environment, enterprise organization with diverse departments, and/or city, county, state, federal agency) developing and implementing sustainability and wellness programs and influencing senior management on a wide range of complex issues.
- Superior program management skills and the ability to effectively develop and define a sustainability plan and wellness program.
- A proven track record with successfully implementing sustainability and corporate wellness strategies and managing the overall performance results.
- Strong leadership and innovative thinking in the development of exemplary policies and programs that promote a socially and environmentally sustainable future.
- Technical expertise and change management skills necessary to embed sustainability and wellness throughout the organization.
- Ability to communicate effectively with excellent verbal, written, presentation and interpersonal communication skills to successfully engage all levels of the organization.
- Ability to work effectively with others.

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JOB POSTING

Senior Manager, Planning and Design

POSITION OVERVIEW

Reporting to the Director of Planning and Development, this position is responsible for directing and supervising Authority staff and professional consultants related to planning, engineering, architectural and environmental design development of all capital projects for the Authority's airport system which includes Tampa International, Tampa Executive, Peter O. Knight and Plant City Airports. This position directs all planning and design of airport facilities and infrastructure pertaining to the development, improvement and expansion of the Authority's airport system. Coordinates the design with the Authority staff and tenants and supervises the preparation of contract documents for construction. This position administers planning and design contracts including the selection, contract negotiation and preparation of professional contracts. Represents the Authority in the administrative and operational detail of ongoing planning and design activities. Incumbent will work to insure that the planning and design of all projects is proceeding in accordance with the goals and objectives of the Authority and that all schedule and budget requirements are met. This position will communicate any changes to the project scope, schedule or budget to the Development Committee in a timely manner. Incumbent will provide oversight of communication between Authority staff, consultants, tenants and airport users on all projects. The position closely interacts with other members of the Authority, and professional consultants regarding the development, implementation and coordination of all capital projects.

POSITION ROLES & RESPONSIBILITIES

Ensures that the development of the Authority's airport system, including the assessment of facility and infrastructure requirements, project definition, budget determination, capital project design conforms to the long term objectives of the Authority.

Ensures that the Authority's needs and interests are met with respect to engineering, architectural and environmental designs, including drawings, specifications, cost estimates, and tenant development plans. Directs and supervises all design development activities to assure establishment and enforcement of guidelines, standards and design criteria. Develops and maintains project budgets and schedules. Prepares, administers and coordinates the annual budget for the design department.

Develops, administers and coordinates the selection of and contract negotiations with professional design consultants. Directs, supervises and administers contracts for all design disciplines.

Supervises and coordinates the design of airport facilities and infrastructure with Authority staff, professional design consultants, outside agencies, and tenants to ensure that the Authority and/or tenant needs are met. Directs and supervises Authority staff and project design consultants in the preparation of design drawings, specifications, cost estimates and schedules. Reviews and accepts Contract Documents, including plans and specifications, prepared by Authority staff and professional design consultants. Coordinates and establishes effective working relationships with other Authority departments, coordinates with governmental and code agencies, and assists in construction administration duties.

Ensures that projects for the four airports and related studies are produced in a manner that meets Aviation Authority goals, level of service standards, performance measures and program needs.

Ensures that on-airport developments are consistent, whenever possible, with applicable FAA advisory

circulars and regulations.

Ensures that the primary guides for future airport development, namely the Master Plans, Airport Layout Plans and Land Use Plans are consistent with the primary implementation document for future airport development.

Ensures that necessary environmental studies, permits and mitigation program(s) are implemented in a timely manner to avoid delay in airport-wide capacity enhancement projects.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In engineering or architecture from an accredited college or university.

LICENSES AND CERTIFICATIONS

- Professional licenses from the state of Florida in engineering or architecture Required

PREFERRED QUALIFICATIONS

- Of progressively responsible experience in the planning, design, construction, coordination and program management of engineering and architectural activities at a medium or large hub airport

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JOB POSTING

Senior Manager, Plant and Utilities

POSITION OVERVIEW

Reporting to the Director of Maintenance, this position is one of three senior manager positions responsible for ensuring that all airport facilities, systems and equipment are maintained in accordance with industry standards and to meet or exceed customer expectations for safety, aesthetics, convenience, reliability and value. The facilities involved are all terminal buildings and other Authority-owned buildings, roadways and grounds, airfield pavements and grounds, and parking structures. The senior manager of maintenance, Plant and Systems (this position) is primarily responsible for the management of the activities and personnel of the HVAC, Electrical, and Electronics and Systems sections of the department. The systems and equipment-related components of these sections consist of mechanical/electrical/electronic systems, people mover and conveyance systems, baggage handling systems, passenger boarding bridges, security/access control, fire detection and protection, and airfield lighting systems. The senior manager position also ensures that the Maintenance staff participates on capital project development teams to provide input on issues relative to life cycle costs, maintainability, reliability, and customer service. This requires on-going involvement with Authority staff, design professionals, and constructors to help ensure projects meet customer expectations. In addition, the position develops and implements personnel development programs and staffing plans, formulates goals and objectives, oversees and directs the development of project management plans, participates in procurement of specialty maintenance services including preparation of board agenda items, and formulates and monitors all aspects of the Maintenance department budget.

POSITION ROLES & RESPONSIBILITIES

Responsible for developing and monitoring the department budgets for operations and maintenance, equipment, and capital projects.

Responsible for implementing and monitoring goals and objectives.

Responsible for properly procuring specialty maintenance services and systems, including specification development.

Responsible for developing and implementing programs and processes to provide adequate inspection and monitoring of facility conditions to protect the Authority's interests.

Responsible for developing, implementing and monitoring project management plans including specification development when required. May also perform Project Director Duties for capital improvement projects as required.

Responsible for personnel development.

Responsible for the management of in-house trades sections which includes but is not limited to; Responsibility for the preventive and corrective maintenance activities of trades personnel; responsibility for managing utility expenses and developing energy management programs; responsibility for instituting appropriate inspection, monitoring and other controls to ensure compliance of maintenance programs and maintenance projects

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Of progressive experience managing a maintenance operation of comparable complexity and budget responsibility.
- Experience with a large maintenance operation that includes utilization of in-house and outsourced resources is necessary.

PREFERRED QUALIFICATIONS

- Bachelor's Degree
- Significant high-level management experience at an airport, large commercial or institutional facility

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and experience in all aspects of maintenance including budget management is essential.

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JOB POSTING

Senior Manager, Terminal Operations & Ground Transportation

POSITION OVERVIEW

Under the leadership of the Director of Operations, the Manager of Parking and Ground Transportation is responsible for the development and execution of the Aviation Authority's policies and strategic business objectives in support of the Parking and Ground Transportation system; proactively manages the day-to-day operations of all parking facilities; interfaces with Parking and Ground Transportation providers and businesses; ensures that customer service standards are met or exceeded; proactively identifies and recommends to the Director opportunities to make the Parking and Ground Transportation operation financially sustainable; conducts market research in support of the business objectives; actively monitors the competitive landscape and proactively identifies and recommends best practices of other Parking and Ground Transportation operations. Performs additional duties as deemed necessary by the Director of Operations and is entrusted with confidential information. This position will oversee the planning and development of the Authority's Parking and Ground Transportation System as well as managing parking management contract and operations, various ground transportation contracts and ground transportation permitting processes. Responsibilities include planning and implementation of Authority short and long term revenue goals; working with other Authority Departments related to planning, business development, marketing programs, capital improvement programs and construction; directing day-to-day activities of existing facilities and services. This position is expected to use independent judgment and initiative to accomplish performance objectives while demonstrating the ability to effectively balance multiple high priority tasks simultaneously.

POSITION ROLES & RESPONSIBILITIES

Manages the parking management contract and operation to ensure a high level of public service, capacity to meet demand and strict revenue control.

Participates in the creation of contract documents for the management of the public parking facilities, shuttle bus operation, limousine, charter buses, courtesy vehicles and taxicab service; and administers these contracts, permits and procedures. Establishes rules and operating procedures for ground transportation operators and operations.

Develops, evaluates, and implements capital improvement goals, objectives, policies, programs, and procedures; prepares and analyzes statistical reports and develops and reviews goals and objectives with the Director; assures departmental activities are in compliance with all laws, policies, regulations, timelines and goals.

Plans, directs and evaluates the work of subordinates.

Determines proficiency and training needs of subordinates to maintain a high level of service to our customers.

Responds to operational and emergency situations 24 hours a day, 7 days a week.

Coordinates with other Authority departments in the creation of Project Management Plans (PMP) for projects that support the Authority’s development program; participates in planning of future airport development programs, capital improvement programs, and airport master plan updates.

Establishes cooperative relationships with the public and tenants; confers with other entities, business and commercial representatives and general public about development and operational matters; coordinates Parking and Ground Transportation related activities with other departments, and with outside agencies; responds to public inquiries and complaints relative to parking and ground transportation services.

Proactively identifies opportunities to make the Parking and Ground Transportation operation financially sustainable by growing the business and generating a profit. Works with other Aviation Authority Departments in identifying potential business development opportunities.

Actively monitors the competitive landscape, and proactively identifies and recommends best practices of other Parking and Ground Transportation operations. Researches and stays abreast of current industry issues in order to anticipate impacts from industry changes.

Assists the Director of Operations with budget preparation and ensures department expenditures are kept within the budget parameters as approved by the Authority

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Airport Operations/Management, Business Administration, or closely related field from an accredited college or university.
- Of progressively responsible experience at a medium or large HUB airport in operations or public parking and ground transportation, administration of service or management contracts

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- The incumbent should possess exceptional leadership, communication and presentation skills.
- Successful candidate should possess an understanding of airport parking facility development and ground transportation operations, federal, state and local rules and regulations affecting such operations, and business principles and practices as they relate to management of parking and ground transportation contracts and facilities.

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JOB POSTING

Senior Manager, Traffic

POSITION OVERVIEW

Reporting to the Deputy Chief of Police, this position is responsible for overseeing the Traffic division in the Police Department. The incumbent is responsible for adherence to policies, procedures and regulations mandated by State and Federal agencies and the Authority affecting traffic flow around the Airport and security checkpoints at active taxiways.

POSITION ROLES & RESPONSIBILITIES

Directs oversight and responsibility for the Authority curbside management program operation, a 24-hour, seven-days a week operation.

Meets daily with the Deputy Chief of Police to provide updates on the unit's operations and future needs.

Directs subordinates on customer service, policy application and problem solving; and investigates employee performance issues.

Management and creation of the division's budget, schedule and equipment.

Handles customer inquiries and situations.

Coordinates with other departments as well as outside Local, State and Federal agencies, to include the Federal Transportation Security Administration and US Military.

Has oversight of unit for security procedures relating to the Airport Security Plan and imposed by the Federal Transportation Administration.

Hearing officer for grievances or other personnel actions.

Member of the department and Authority leadership team coordinating activities and developing short- and long-term goals and action plans.

Management team member for meetings and negotiations with the union.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- A four-year degree from an accredited college or university in Business, Management, or related degree
- Of supervisory or managerial experience managing, scheduling, training and evaluating subordinates;

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Strong leadership, team-building, employee engagement, and consensus-building skills required.
- Results-driven and decisive with an ability to execute plans that are operationally sound.
- Very visible, enthusiastic, and a high energy level.
- Strong interpersonal and communication skills.
- Ability to effectively balance multiple high priority tasks simultaneously.
- Must be willing to work extended hours (nights, weekends, holidays) as required by operation and must be willing to be on call 24 hours a day, 7 days a week.
- Strong analytical and issue resolution skills required.

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JOB POSTING

Senior Procurement Agent

POSITION OVERVIEW

Reporting to the Senior Manager, Capital Program, Senior Manager, Non-Capital Programs, or Senior Manager, Non-Capital Programs and Materials Management, this position may oversee procurement agents or buyers and is primarily responsible for managing complex projects and performing procurements utilizing the request for proposals (RFP), request for qualifications (RFQ), invitation to negotiate (ITN), invitation to bid (ITB), invitation to quote (ITQ), sole source, cooperative and government contract, and direct purchase methods.

POSITION ROLES & RESPONSIBILITIES

Performs in depth research to develop ITB, RFP, ITN and RFQ solicitations and contract technical specifications.

Analyst cost proposals, financial data and prepares detailed management reports.

Manages complex contracts and solicitations through governing Board of approval

Negotiates contract terms, insurance and surety requirements.

Analyzes contract terms and conditions and develops and processes change orders and amendments as needed.

Reviews and processes requisitions, purchase orders and purchasing card payments.

Utilizes contract administration software program.

Prepares project related Board documents.

Identifies cooperative and government contracting opportunities.

Analyzes detailed financial data where applicable.

- Develops complex contract and ITB, RFP, ITN and RFQ solicitation documents.
- Coordinates and facilitates the ITB, RFP and RFQ solicitation evaluation process.
- Coordinates and oversees pre-solicitation conferences.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Graduation from an accredited four-year Bachelor's degree-granting college or university in Business Administration, Management, Public Administration

- Associate's Degree Graduation from an accredited two-year Associate's degree-granting college or university in Business Administration, Management, Public Administration
- Experience as a procurement professional directly related to the position duties
- Experience as a procurement professional directly related to the position duties

LICENSES AND CERTIFICATIONS

- Certified Professional Public Buyer Must possess the Certified Professional Public Buyer (CPPB) designation Upon Hire Required
- Must possess the Certified Public Purchasing Officer (CPPO) designation within 1-1/2 Yrs Required
- NIGP Certified Procurement Professional (NIGP-CPP) designation within 1-1/2 Yrs Required

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of management.
- Knowledge of the functions, activities, requirements, and objectives of the specific programs/functional areas to which assigned.
- Knowledge of federal, state and local regulations pertaining to assigned functional area.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to anticipate and meet the need of clients with a commitment to improving services.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and problems.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.
- Knowledge of Oracle E-Business Suite is preferred.

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JOB POSTING

Senior Project Director

POSITION OVERVIEW

Under the general supervision of the Manager of Planning and Design and within the HCAA Planning and Development Department, this position represents the Authority in the administrative, operational, and technical details of ongoing design activities. It provides oversight of project-related communication between Authority staff, design consultants, the Authority's Consulting Engineer, tenants, and airport users on airport development projects. This position oversees the planning and design elements of capital improvement projects. The position is responsible for ensuring that, from an operational and functional aspect, all design elements are fully coordinated with Airport stakeholders, including meeting all Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory and operational requirements, at a minimum. This position ensures that the design of all projects is proceeding according to the Authority's goals, objectives, policies, procedures, and processes and that all schedule and budget requirements are met.

POSITION ROLES & RESPONSIBILITIES

Develops project management plans for airport development projects, including defining the scope of work, project budgets, and schedules.

Manages capital improvement projects and other assignments, including coordination and oversight of Architectural/Engineering (A/E) and Design-Build (DB) firms and coordination with key stakeholders, including other Authority Departments and tenants.

Monitors, controls, and reports on project budgets and schedules and prepares project management plan updates as required to manage the project. Reviews and approves A/E and DB design invoices. Prepares and reviews project status reports with department management.

Reviews and approves design progress deliverables, including drawings and specifications, at designated intervals (e.g., 15, 30, 60, 90, and 100%). Leads design coordination and review meetings. Ensures the Authority’s design criteria are implemented in the project’s design.

Interprets design questions from contractors and Authority construction personnel. Participates in construction progress meetings. Oversees any redesign activities and participates in the final inspection and acceptance of the project.

Coordinates with design consultants to obtain required permits and design approvals as needed.

Coordinates and establishes effective working relationships with other Authority departments, coordinate with governmental and code agencies, and assists in design administration duties.

Holds project team meetings with stakeholders during the design process and keeps stakeholders updated and informed as the project moves through the design phase of each project.

Performs review of tenant work permit plans and specifications.

Supervises and manages direct reporting staff, completes performance appraisals, coaches, and counsels

as necessary.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Engineering or Architecture
- Eight (8) years Of progressive experience in management of infrastructure, project design, and/or facility projects

LICENSES AND CERTIFICATIONS

- Architect License Preferred
- Engineering License (Civil, Mechanical, Electrical) Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of project management methods and practices.
- Extensive knowledge of federal, state, and local codes, laws, regulations, and ordinances about public infrastructures, building and zoning codes, safety codes, environmental permitting, and real estate.
- Extensive knowledge of the development of plans and specifications.
- Considerable knowledge of civil and architectural, structural, electrical, and mechanical engineering disciplines related to facilities projects.
- Considerable knowledge of applicable State and County policies, rules, standards, and practices as applicable to procurement and contracts.
- Considerable knowledge of department policies and procedures.
- Considerable knowledge of project programming, scheduling, and estimating.
- Considerable knowledge of Consultant's Competitive Negotiation Act (CCNA), consultant rates, fees, and cost structures.
- Considerable knowledge of budgeting and fiscal policies.
- Considerable knowledge of computer applications for engineering and architectural modeling, design, and drafting.
- Skill in visualizing spatial relationships and physical requirements.
- Skill in contract negotiation.
- Skill in engineering and/or architectural design.
- Ability to recognize and resolve potential engineering, architectural, and construction problems and site development issues.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively both orally and in writing.

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Senior Project Payables Specialist

POSITION OVERVIEW

Performs entry level professional accounting duties involving the maintenance and review of accounting and fiscal records. Work is of a standardized nature that may involve a variety of accounting duties. The work in this class is at the full-performance level and of a greater complexity and/or volume than that performed at the level of Payables Administrator.

POSITION ROLES & RESPONSIBILITIES

Audit and process construction pay applications, design, equipment and miscellaneous invoices.

Process project and equipment related re-classes and credit memos.

Reconcile project and equipment vendor statements.

Run and analyze monthly project costs reports.

Verify accuracy of change orders and amendments.

Prepare year-end audit schedules.

Research project and equipment related data for internal and external customers.

Monitor and control Finance office supply expenditures.

Composes correspondence.

Performs other related duties as required

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Accounting or Finance.
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies noted below.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of governmental accounting principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting area.
- Knowledge of computer operations using accounting and spreadsheet applications.
- Ability to use word processing, spreadsheet, database and related software applications.
- Ability to read, comprehend, and apply job-related rules, policies and procedures.
- Ability to analyze accounting and fiscal data.

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JOB POSTING

Senior Property Control Specialist/Buyer

POSITION OVERVIEW

Performs duties related to property and inventory control of organizational assets and the procurement of equipment, goods, materials and services.

POSITION ROLES & RESPONSIBILITIES

Researches, reviews and prepares specifications and scope of work documents to determine appropriate purchase of equipment, goods, materials and services within area of responsibility.

Confers with requesting departments personnel regarding the adequacy of specifications to ensure requesting departments needs are met.

Accurately maintain data in the Authority's Inventory management System and product required reports.

Purchases equipment, goods, supplies, materials, and services for requesting departments by invitation to quote processes, and small dollar contracts to satisfy the needs of the department.

Prepares invitation to quote and invitation to bid documents, quote and bids analyses, requisitions and purchase orders for review and approval.

Maintains records of requisitioned items, research and solicitation process documents, quote and bid analyses, technical reference information and supplier catalogues.

Issues inventory to customers using Inventory Manager application.

Performs the receiving processes for items delivered, including checking for damage, and verifying quantities, except for items requisitioned by this position.

Disposes of surplus property and accounts for all funds generated through theses sales.

Performed daily cycle counts.

Maintains an accurate inventory of parts and equipment on hand

Performs other related duties as required.

- Coordinates with property custodians to ensure all property is accounted for.
- Performs appraisals and/or assessments regarding the value of property based on condition and make recommendations as to the appropriate disposition.
- Responds to inquires regarding procurement and property control and related activities as applicable.
- Prepares required reports.
- Initiates forms for the transfer of equipment.
- Assist with the Authority's Fuel Management System, including monthly reports.
- Performs delivery of goods received.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Graduation from a two-year degree granting college or university in business administration, management, public administration, management, public administration or related field
- experience in property control of assets or as a procurement agent.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certified Public Purchasing Buyer designation issued by UPPCC within 1-1/2 Yrs Required

PREFERRED QUALIFICATIONS

- Bachelor's Degree Graduation from an accredited four-year degree-granting college or university in business administration, management, public administration or related field.
- experience in property control of assets or as a procurement agent

KNOWLEDGE, SKILLS & ABILITIES

- Ability to maintain records of equipment, purchases and surplus property.
- Ability to develop and maintain a database to verify proper identification of property and equipment.
- Ability to use a computer and related software.
- Ability to maintain work related records and prepare reports.
- Ability to prioritize workload.
- Ability to work effectively with others.
- Ability to proof own work and the work of others.

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JOB POSTING

Senior Property Control Specialist

POSITION OVERVIEW

Performs administrative and warehouse duties related to property and inventory control of organizational assets in accordance with applicable requirements.

POSITION ROLES & RESPONSIBILITIES

Oversee, establishing and maintaining methods, procedures, and records to account for equipment purchases using computer operated software.

Disposes of surplus property and accounts for all funds generated through these sales.

Coordinates with property custodians to ensure all property is accounted for.

Researches specifications to assist in determining appropriate equipment to purchase and prepares requisitions.

Performs appraisals and/or assessments regarding the value of property based on condition and makes recommendations as to the appropriate disposition.

Maintains current records for a wide variety of accountable equipment and materials.

Assigns property numbers, affix tags to accountable equipment, and records age, condition, and value.

Initiates forms for the transfer of equipment.

Ability to oversee the operations of a stockroom or warehouse

Maintains an inventory of parts and equipment on hand.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience in property control of capital assets,

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Certified or able to become forklift certified, Upon Hire Required
- Forklift certified or able to become forklift certified within 30 Days Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of property control, and inventory procedures.

- Working knowledge of rules and regulations governing procedures for the disposal of surplus property.
- Working knowledge of the functions, services, procedures, and regulations of the unit or department to which assigned.
- Working knowledge of purchasing, storekeeping, and property control practices.
- Working knowledge of property depreciation procedures.
- Skill in performing mathematical calculations and applying property and inventory control practices.
- Ability to maintain records of equipment, purchases, and surplus property.
- Ability to develop and maintain a database to verify proper identification of property and equipment.
- Ability to use a computer and related software.
- Ability to maintain work-related records and prepare reports.
- Ability to prioritize workload.
- Ability to work effectively with others.
- Ability to proof own work and the work of others.

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JOB POSTING

Senior Real Estate Project Manager

POSITION OVERVIEW

Reporting to the General Manager, Real Estate, the Senior Real Estate Project Manager is responsible for management duties with extreme complexity. This position will be responsible for projects from inception through completion; planning, budgeting, organizing; conducting negotiations; project analysis, contract writing, interpretation and presentation; procurement of professional services; supervision and team leadership. This position is expected to operate within tight timelines to achieve project objectives. The successful candidate will provide business, technical analysis and contract expertise to internal and external customers in compliance with regulatory and airport policies and procedures to meet business, contract and revenue goals.

POSITION ROLES & RESPONSIBILITIES

Analyzes, writes, interprets, and manages aeronautical and non-aeronautical operating agreements, leases, and development agreements, airline related services, and professional services.

Works with internal and external departments and legal counsel to ensure contractual compliance with federal, state, local rules and regulations and Authority policies and procedures.

Personal interaction with aviation and non-aviation customers to identify and meet contractual and facility needs, including site visits on airport property.

Prepares and delivers financial analyses, contract abstracts, and verbal and written presentations.

Acts on project management, administrative, and operational issues.

Prepares, evaluates, awards, and manages solicitations for professional services, including surveys, appraisals, and title searches.

Establishes effective project/program outcomes and schedules.

Prepares and monitors project budgets, monitors allocated funds and controls expenses.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree From an accredited college or university;
- Associate's Degree From an accredited college or university;
- Graduation from high school or possession of a GED Certificate
- Of contract writing and program/project management experience directly related to the position duties.
- Of contract writing and program/project management experience directly related to the position duties.
- Contract writing and program/project management experience directly related to the position duties.

PREFERRED QUALIFICATIONS

- Paralegal and/or airline/airport experience

KNOWLEDGE, SKILLS & ABILITIES

- Established critical thinking and problem-solving skills.
- Proactive, highly organized practices.
- Demonstrated ability to use initiative, to think independently, and to exercise sound judgment.
- Ability to collect, organize and analyze detailed data and develop and convey logical conclusions.
- Considerable knowledge of the principles and practices of business negotiations, contract law, project management, and financial analyses.
- Proficiency in effective, concise communications, both orally and in writing.
- Proficiency in the use of computers and related software, including Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to establish and maintain effective working relations with others within and outside the organization.
- Ability to work effectively in a team environment.
- Ability to effectively manage resources to a successful project outcome.
- Ability to gain expertise in federal grant assurances and aeronautical operations and real estate guidelines, rules and regulations.
- Ability to organize and to multi-task.

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JOB POSTING

Senior Traffic Specialist

POSITION OVERVIEW

This position reports to a Traffic Supervisor in the Traffic Division which falls under the umbrella of the Airport Police Department. The Senior Traffic Specialist will perform team lead duties over 3-5 Traffic Specialists in addition to providing information, public assistance and guidance to the public while enforcing parking laws and maintaining safety and control of vehicular and pedestrian traffic on airport arrival and departure drives, and other airport areas as needed. The traffic division enforces airport parking laws and regulations, and assist with Transportation Security Administration (TSA) transportation compliance requirements.

POSITION ROLES & RESPONSIBILITIES

Perform team lead duties in a Public Safety and Security Department Police Traffic Division.

Prepare daily and monthly work schedules, memorandums, correspondence, interoffice communications, etc.

Direct and control vehicular traffic on Aviation Authority terminal curbside drives and at checkpoint areas crossing taxiways.

Complete written reports and required forms in accordance with standard operating procedures and directives.

Observe Traffic Specialists in the performance of their traffic management duties.

Reassign personnel as needed to maintain efficient public access to the airport.

Recommend new systems and procedures to improve traffic operations.

Assist in the resolution of operational and administrative problems.

Train newly hired personnel.

Assist with oversight of maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.

Operate required communications equipment.

Facilitate impounding of vehicles found in violation of airport parking regulations.

Assume the authority of, and act on the behalf of the Traffic Supervisor, as required.

Perform other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience directing and controlling vehicular traffic;
- Any equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies listed in the job description and additional details.

LICENSES AND CERTIFICATIONS

- Florida Driver's License Required

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Working knowledge of airport security rules and regulations
- Working knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Ability to plan, organize and oversee the work of others.
- Ability to provide good customer service when dealing with the general public.
- Able to stand for long periods of time.
- Ability to properly direct vehicular traffic.
- Ability to operate a tow truck.
- Ability to lift and carry up to 50 pounds
- Must be able to remain calm and make sound decisions under pressure and in the absence of supervision.
- Must be proficient in the use of Word, and Outlook.
- Ability to communicate effectively orally and use appropriate writing techniques when required.
- Ability to train all personnel on company applications and procedures.
- Ability to define tasks and milestones to achieve objectives.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others within and outside their own organization.
- Ability and willingness to work shift hours including weekends and holidays.
- Ability to use initiative and exercise sound judgment.

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The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.

Staff Accountant

ABOUT TAMPA INTERNATIONAL AIRPORT

Tampa International Airport is widely regarded as America's Favorite Airport and was recently named the #1 Large Airport in North America by J.D. Power. As the premier gateway for the West Coast of Florida, TPA serves more than 23 million passengers annually and serves as a top economic engine for the Tampa Bay region and the state of Florida.

The Hillsborough County Aviation Authority, which operates and maintains TPA and the county's three general aviation airports, is always seeking the very best people to serve its passengers, community, and fellow employees. Named a Tampa Bay Times Top Workplace in Tampa Bay for five straight years, the Authority has more than 650 employees in more than 20 departments, representing a talented, diverse, and engaged workforce. The organization offers excellent health, dental, vision, and retirement benefits, competitive pay, paid parental leave, Health and Dependent Savings Accounts, wellness reimbursement, training opportunities for career advancement, and much more. The Authority holds strong to its mission of serving the region and operates daily on five values: Teamwork, Excellence, Vision, Hospitality, and Community.

Join an award-winning team and see why Tampa International Airport and the Aviation Authority are among the most beloved institutions and workplaces in the Tampa Bay area.

POSITION OVERVIEW

The Staff Accountant is responsible for a range of professional accounting duties initially focused on, but not limited to, the general ledger. Responsibilities involve a wide variety of accounting tasks in a governmental financial environment with many similarities to private industry. Communication skills are also important criteria as the position will include interaction with various departments regarding financial activity. Additionally, the ideal candidate will be comfortable working with various software applications, have an eye for process improvements, and have the ability to multitask in a fast-paced environment.

POSITION ROLES & RESPONSIBILITIES

Primary duties include organizing, maintaining, reviewing, recording, and interpreting financial records, preparing financial statements and reports, and participating in designing and revising manual and automated accounting systems.

Analyze monthly financial activity and create journal entries to record various financial activities such as accruals, amortizations, payroll, inter-fund activity, book transfers, etc.

Reconciles and balances financial statements and accounting records, and ledgers. This includes monthly bank reconciliations and high-value accounts that must be reconciled monthly.

Assist with the annual audit.

May direct, supervise, and review the work of subordinate staff.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Accounting, Finance, or other related field.
- Of experience as a professional accountant

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and accepted practices regarding fiscal and accounting books, records, and accounts.
- Knowledge of personal computers using word processing, spreadsheet, database, and various accounting software. Ideally will have experience with Oracle EBS.
- Ability to collect, organize and evaluate data and to develop logical conclusions.
- Ability to schedule, monitor, and review financial activities from various sources.
- Ability to establish and maintain effective working relationships with other departments and employees.
- Ability to read, comprehend, and apply job-related rules, policies, and procedures.
- Ability to develop computer-based spreadsheets, graphs, summaries, and reports.
- Excellent communication skills, both written and verbal
- Ability to create efficiencies and improve processes
- Strong problem-solving and analytical skills
- Excellent Microsoft Office Suite skills (Word, Excel, PowerPoint, Outlook).
- Proficient in relevant computer software
- General Math Skills, Accounting, Deadline-Oriented, Reporting Skills, Attention to Detail, GAAP Rules, Confidentiality, Coordination, Thoroughness, Quality Focus, Objectivity

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JOB POSTING

Staff Internal Auditor

POSITION OVERVIEW

Participates in a wide range of professional assurance and consulting engagements with supervision from the assigned engagement team. Performs work during all phases of planning, fieldwork, and reporting including development of objectives, scope, and engagement work programs; completing testing procedures; and performing research, analyzing transactions, collecting data, and documenting work completed. Collaborates with the Internal Audit Team, employees from other business units, and commercial entities with whom contractual relationships exist to identify areas of risk, make valuable recommendations, and influence positive change. Reports to the Senior Manager, Internal Audit or Internal Audit Manager. Little to no travel required. The Authority does have a flexible work policy that allows for a hybrid work schedule (some in-person and some remote work). All essential job functions can be performed in the office or remotely.

POSITION ROLES & RESPONSIBILITIES

Assists Internal Audit Team by performing assurance and consulting engagements over various department processes, gross receipts related to concessionaires, and expenditures of contractors and outside vendors. This includes preparation of well-organized and complete workpapers that document procedures performed, results, and conclusions as well as memos and draft reports. All work should be prepared with minimal review points on first submission.

Performs special projects and participates in Authority-wide initiatives as assigned.

Attends meetings and communicates effectively with various Authority Department representatives and representatives from external organizations, as needed. Represents the Department in outside meetings and conferences, as needed.

Regularly communicates engagement progress, technical problems, and potential issues identified to supervisor and stakeholders.

Participates in decisions relating to changes in auditing policies and procedures within the Department.

Attends and participates in continuing professional education opportunities throughout the year.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited four-year college or university with a major in Accounting, Finance, Economics, Statistics, Information Systems, Engineering, Business Administration, Public Administration, or related field AND
- of experience as a professional Auditor.

- OR an equivalent combination of related experience, training, and education necessary to perform successfully in the role.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) OR Preferred
- Certified Internal Auditor (CIA) OR Preferred
- Certified Information Systems Auditor (CISA) OR Preferred
- Note: If not currently a Certified Internal Auditor, the Staff Internal Auditor will be expected to become certified by the end of the second year of employment.

KNOWLEDGE, SKILLS & ABILITIES

- General knowledge of proper workpaper techniques such as referencing, indexing, etc. Ability to ensure results and conclusions are well-documented in accordance with professional standards and the Department's procedures.
- Ability to stay informed on revisions to applicable Authority, Department, and professional policies, procedures, and standards to ensure conformance.
- Ability to work effectively with personnel in the Department, in other Authority Departments, and from outside the Organization.
- Ability to work in both individual contributor and team roles.
- Strong organization and follow-up skills, including handling competing priorities to meet deadlines and commitments.
- Ability to lead follow-up of responses for assigned projects, evaluate the adequacy of the corrective action, and plan for follow-up testing.
- Desire to learn and be receptive to constructive feedback and mentoring. Ability to easily adapt to change.
- Excellent intellectual curiosity and analytical and critical thinking skills.
- Strong listening skills and ability to identify gaps in logic (inquisitive).
- Ability to perform work with objectivity and integrity and ability to maintain confidential information. Must adhere to Department independence and ethics standards.
- Intermediate to advanced proficiency with Microsoft Office (Excel, Word, Outlook, PowerPoint, etc.)
- General knowledge of Government Auditing Standards (Yellow Book) and/or IIA Standards (Red Book).
- Ability to communicate effectively and persuasively, both verbally and in writing.
- Ability to proactively research business best practice concepts to apply as appropriate.
- Experience with electronic audit workpaper software is preferred.
- Experience with data analysis software is a plus.
- Experience in construction auditing is a plus.

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JOB POSTING

Supplier Relationship and Procurement Operations Manager

POSITION OVERVIEW

Reporting to the Senior Manager, Procurement, Non-Capital and Materials Management, this position is responsible for providing operational processes, contract compliance, professional standards and supplier relationship management.

POSITION ROLES & RESPONSIBILITIES

Oversee the development, implementation, and management of a contract compliance program including, but not limited to, developing processes, training internal and external stakeholders, tracking supplier performance, and assisting internal stakeholders in the process of addressing supplier non-compliance issues.

Oversee the Purchasing Card Program including, but not limited to, improving program efficiencies, corporate account liaison, managing PCard accounts, Program training, Program compliance, new product analysis and implementation, process development, and annual review of S410.25 Procurement - Purchasing Cards.

Analyze new areas for efficiency improvements including, but not limited to, ePayment solutions, eCommerce solutions, and supplier relations management

Oversee the Authority's online purchasing environments including, but not limited to, analyzing purchasing to enhance additional cost savings, identify efficiency improvement opportunities, and onboarding new team members and departments.

Review industry best practices through completion of Procurement award applications, including, but not limited to, Florida Association of Public Procurement Officers (FAPPO) Award of Excellence in Public Procurement award, FAPPO Best Practices award, National Institute of Governmental (NIGP) Procurement Agency Excellence Award, Quality Public Procurement Departments (QPPD) award, and Pareto Accreditation.

Provides oversight and direction to Procurement leadership on new initiatives.

- Coordinate with Finance, Information Technology Services, and external providers on ePayment strategies to eliminate paper checks including, but not limited to, analysis and implementation of new ePayment solutions, and supplier onboarding.
- Analyze Authority processes and technology solutions to maximize supplier discounts and rebates through improved payment cycles or new pay methods.
- Assist Procurement Agents and Departments with sustainability and green procurement initiatives.
- Ensure the Procurement website is updated regularly.
- Assist in the competitive solicitation process, planning, and administration of new contracts, when needed.

REQUIRED FOR ALL HCAA JOBS

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employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree Business Administration, Business Management, Public Administration or related field
- Directly related to the position accountabilities

LICENSES AND CERTIFICATIONS

- Certified Professional Public Buyer (CPPB) Required
- Certified Public Procurement Officer (CPPO) Required
- NIGP Certified Procurement Professional (NIGP-CPP) Required
- Ability to obtain either certification within eighteen months of hire.

PREFERRED QUALIFICATIONS

- Bachelor's Degree Business Administration, Business Management, Public Administration or related field
- Directly related to the position accountabilities

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Oracle E-Business Suite

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JOB POSTING

Sustainability and Resilience Program Director

POSITION OVERVIEW

Reporting to the Vice President of Planning and Development, the Sustainability and Resilience Program Director is responsible for oversight, execution, monitoring, and reporting for the Authority's Sustainability and Resilience initiatives. This position fosters and facilitates a culture of sustainability and resilience throughout the Authority while serving as the lead representative for sustainability and resilience programs and initiatives.

POSITION ROLES & RESPONSIBILITIES

Establish and lead a team of Authority representatives (and interested tenants) to collaborate on sustainability and resilience issues.

Coordinate with marketing and communications teams to prepare and execute communications programs to include collateral items, presentations, and special events related to sustainability and resilience programs and activities.

Work with marketing and communications to develop website and social media presence for the sustainability and resilience programs.

Identify and establish partnerships in the community to further the sustainability and resilience conversation and promote airport efforts.

Collect quantitative data in support of performance metrics identified in the Sustainable Management Plan (SMP).

Develop an implementation plan for each of the initiatives and track progress on the initiatives.

Prepare reports that represent industry best management practices, trends, innovation, and Authority program progress

Develop and execute roll-out plans to incorporate design and construction goals and accountability metrics into capital improvement programs.

Oversee sustainability- and resilience-related projects and studies including but not limited to planning, design, and construction projects.

Develop and implement program metrics to recognize and promote employee, projects and community sustainability and resilience activities and programs.

Responsible for developing, planning, and marketing company-wide sustainability and resilience initiatives and programs, which may be executed by the Sustainability and Resilience Program Director or other Authority departmental designees.

Establish relationships with internal departments to be involved in any event that has a sustainability and/or resilience component (such as electric buses or operational resilience initiatives).

Acts as a liaison for the Authority to gather ideas and sponsor events (such as TECO, Tampa Bay Regional Resiliency Coalition, Tampa Bay Clean Cities Coalition, etc.) to leverage and expand the Authority's cooperation with other local, state, and regional sustainability and resilience organizations and companies.

Responsible for gathering and analyzing data to measure success on sustainability and resilience programs and initiatives.

Compile a comprehensive monthly objectives report on participation, programs and outcomes that outline the status, challenges, successes and/or financial impacts of sustainability and resilience programs and initiatives.

Conduct benchmarking analysis and environmental and culture assessments to aid in program development.

Makes budget recommendations in regard to sustainability and resilience initiatives and programs.

Responsible for the comprehensive sustainability strategy and vision for Tampa International Airport and our General Aviation airports that aligns with TPA's core values including customer service and passenger experience.

Works collaboratively with Senior Leadership and the Executive Team to drive innovation, integration, implementation, and engagement of initiatives throughout the organization including the built environment

Evaluates, approves, and directs the execution of TPA's Sustainable Management Plan (SMP) and LEAF program and initiatives with active support from departments across the Authority.

Engages and empowers employees at all levels of the organization to participate in the implementation of sustainability, resilience, and community engagement initiatives.

Builds effective partnerships and relationships within the aviation industry and surrounding communities to actively promote Tampa International Airport as a global leader in sustainability and resiliency

Provides sustainability and resilience leadership as a representative of the Authority at local, state, regional and national venues

Utilizes management tools to implement goals and initiatives focused on increasing sustainability awareness and resilience within the airport and surrounding communities.

The Sustainability and Resilience Program Director will coordinate with project directors, develop, and complete the SDCM checklists for each project, provide a range of cost estimates and cost-benefit data, work with designers and contractors, and monitor project implementation, execution, and accountability.

Communicates and supports Authority-wide and/or department specific sustainability and resilience programs and initiatives that engage and focus employees and stakeholders on the expanding culture of sustainability and resilience within the Authority.

Develops, markets, and promotes sustainability and resilience programs and initiatives, including but not limited to:
the Sustainable Management Plan; Airport Carbon Accreditation; environmental resiliency; third-party rating system consideration (Envision, LEED, etc.); and airport electrification.

The position will involve public presentations and interacting in a public setting for various sustainability and resilience conferences, summits, exhibits, fairs, and/or other special events while considering the effectiveness and metrics of each program or commitment.

The Sustainability and Resilience Program Director will also serve as the Project Director for specific capital

improvement projects or other assignments associated with sustainability and resilience initiatives. Responsibilities may include but are not limited to development of project management plans, scopes, budgets, and schedules; fiscal and budget oversight and management; consultant submittal review and approval; and consultant invoice review and approval processes.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- A four-year degree from an accredited university in Sustainability, Planning, Environmental Management, Engineering, Architecture, or aviation-related field

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

PREFERRED QUALIFICATIONS

- Of work experience in any of the disciplines listed. Work experience with sustainability and resilience program(s)

KNOWLEDGE, SKILLS & ABILITIES

- Strong communication skills, leadership ability, exceptional organizational habits, and strong interpersonal skills.
- Must be proficient with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Ability to communicate effectively both verbally and non-verbally and in writing.
- Ability to work effectively with others.
- Ability to plan, organize and supervise the work of others.
- Ability to plan, organize and execute programs efficiently in accordance with time, budget, and quality expectations
- Extensive knowledge of project management methods and practices.
- Apply sound and creative problem-solving techniques to resolve program challenges.
- Understand, interpret, and respond to internal and external customer needs and expectations.
- Manage, direct, and evaluate the work of consultants, contractors, stakeholders, and staff
- Considerable knowledge of Authority policies and procedures.
- Considerable knowledge of Authority fiscal and budgeting policies.

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JOB POSTING

Systems Automation Manager

POSITION OVERVIEW

The ideal candidate for this position has extensive experience in the operation, maintenance, repair, and inspection of airport Baggage Handling Systems (BHS) and all associated control systems. This position will manage the performance and technology of the BHS and ensure the BHS at Tampa functions as certified by TSA and as intended by the designers. Manage the activities of the Airport Systems Automation Technicians (ASAT) and associated vendor contracts. Develop budgets to support the BHS machine level controls and associated vendor support contracts. Administrative duties include conducting quality assurance inspections of completed work; coordinating and overseeing contractor performance; and project coordination. Individual should possess ability to use computer software for a variety of tasks, excellent verbal and written communication skills, and strong ability to make decisions and prioritize work for varying work locations.

POSITION ROLES & RESPONSIBILITIES

Manage the performance and technology of the BHS and other Airport equipment as needed

Manage associated vendor support contracts

Support, manage and develop highly technical personnel

Review BHS performance

- Provide performance reports to airline personnel
- Conduct investigations
- Develop corrective action plans
- Coordinate special efforts with Airline personnel

Manage contractor projects related to BHS improvements/upgrades

Coordinate with TSA and other agencies on performance and operational issues

Conduct inspections of all HCAA facilities in order to verify job performance of contractors

Coordinates contractor work schedules on various shifts

Provides escorts to contractors as needed

Performs other related duties as required

Weekends, holidays, and shift work may be required

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Progressive experience in maintenance of a large commercial facility with technical Experience in high level controls and computer programing on automated conveyance equipment
- Contracts management experience of a large commercial facility
- Of progressive experience in maintenance of a large commercial facility with technical experience in high level controls and computer programing on automated conveyance equipment
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations, and operational requirements of the organization.
- Working knowledge of airport TSA security regulations.
- Working knowledge of accepted methods, practices, and procedures used in the repair and maintenance of BHS systems and equipment.
- Working knowledge of safety practices and principles related to the repair and maintenance of Airport Automated Systems and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of the organization's procurement system.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work effectively with others.
- Ability to function as an effective team member in the established chain of command.
- Ability to use a computer and related software.
- Ability to plan, organize and oversee the work of others.
- Working knowledge of contract management.
- Ability to supervise employees
- A strong command of high-level controls and troubleshooting abilities on complex automated conveyance equipment.
- A strong command of programmable logic controllers and industrial electrical controls.
- A strong understanding of large-scale automated baggage conveyance equipment.

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JOB POSTING

Systems Maintenance Superintendent

POSITION OVERVIEW

Performs supervisory and technical duties planning and directing the maintenance and repair of internal and external structures and facilities, or operating, maintaining and repairing mechanical, electrical and electronic equipment.

POSITION ROLES & RESPONSIBILITIES

Supervises the activities of employees and monitors contractors engaged in repair, installation, inspection, maintenance, and repair of passenger boarding bridges, ground power units, baggage handling equipment and related mechanical and specialized equipment. Establishes preventive maintenance programs, procedures and schedules; supervises an equipment safety inspection program and makes periodic inspections to ensure proper maintenance of equipment.

Reviews contract bids and inspect work performed by contractors to ensure conformance to specifications and contract integrity; brings contract inadequacies to the attention of management, and follows up to ensure correction of contract performance.

Requisitions and maintains replacement parts and materials in central stock to allow timely completion of assignments.

Prepares technical specifications for equipment acquisition.

Provides technical advice and assistance to subordinates; trains personnel in safety procedures and operating standards.

Assists in the development and management of annual budgets

Performs employee performance evaluations

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED Certificate
- Of experience as the supervisor of in the area of facility maintenance and repair.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the principles, practices, methods, tools, materials, and equipment used in the maintenance and repair of electro-mechanical systems such as airport passenger boarding bridges, ground power units, baggage conveyor systems or other industrial systems employing similar technology.

- Considerable knowledge of codes, rules, regulations, and requirements pertaining to the area(s) of responsibility.
- Working knowledge of occupational hazards and applicable safety regulations, standards, and equipment.
- Ability to locate, analyze, and diagnose structural deficiency or equipment malfunctions.
- Ability to establish and maintain an effective working relationship with subordinates, peers, and others.
- Skill in the application of supervisory techniques.
- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools, and materials used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Some knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Skill in supervising and performing routine repairs, maintenance, or construction of buildings, grounds, roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to plan, organize and supervise the work of others.

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JOB POSTING

Systems Maintenance Supervisor

POSITION OVERVIEW

The Systems Maintenance Supervisor is responsible for overseeing the operation and maintenance of specialized automated equipment such as conveyors, manufacturing equipment, and other electro-mechanical systems. The ideal candidate for this position should have extensive experience in maintaining and repairing such equipment. In addition, the candidate should possess strong administrative skills, including the ability to estimate materials and determine equipment needs for performing tasks, plan and schedule tasks, coordinate employee training, supervise personnel, provide coaching and support to employees, conduct performance evaluations, manage time clocks, and coordinate construction projects. The Systems Maintenance Supervisor must be proficient in using computer software for various tasks and have excellent verbal and written communication skills. The candidate should also possess a strong ability to make decisions and prioritize work for varying work locations. This position requires a self-starter capable of working independently in a team environment and committed to achieving goals and meeting deadlines. The Systems Maintenance Supervisor must be flexible and adaptable, able to adjust to changing priorities and work effectively under pressure.

POSITION ROLES & RESPONSIBILITIES

Supervise the daily operations of the Baggage Handling Systems, assign staffing locations, and respond to equipment failures and BHS issues.

Oversees the activities of skilled trades and maintenance personnel engaged in constructing, repairing, and maintaining buildings, grounds, or roadways and related systems and equipment.

Assist with contingency operations to eliminate or reduce impacts on our customers.

Develops, analyzes, and updates maintenance policies and procedures to ensure an efficient, effective, and safe work environment.

Monitors, prioritizes, participates in, and inspects work activities to ensure compliance with plans, specifications, codes, standards, regulations, operating instructions, and safety standards and to ensure operational efficiency and a safe working environment.

Plans job layouts, estimates materials, determine equipment and tools, and makes drawings or sketches necessary for maintenance personnel to perform work assignments properly.

Determines, schedules, and oversees preventive maintenance activities to increase operational effectiveness and extend the lifecycle of assets.

Requisitions equipment, tools, and materials promptly to meet maintenance and construction schedules.

Assists in developing contract specifications and overseeing the performance of contracts in assigned areas to ensure construction and maintenance requirements are satisfied and services are completed according to specifications.

Answers questions and provides information related to work assignments, including resolving problems,

handling complaints, and providing technical expertise in the area of assignment.

Prepares and maintains manual and computerized reports, records, logs related to the work performed, and materials, equipment, and supplies used to provide an audit trail of activities.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Associate's Degree
- Of work experience in construction, maintenance, or the skilled trades
- of experience as a supervisor
- An equivalent combination of education, training, and experience would reasonably be expected to provide the job-specific functions in this role.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the rules, regulations, and operational requirements of the organization.
- Working knowledge of accepted methods, practices, and procedures used in the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of equipment, tools, and materials used in the construction, repair, and maintenance of buildings, grounds and roadways, and related systems and equipment.
- Working knowledge of safety practices and principles related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of record-keeping requirements.
- Working knowledge of laws, ordinances, rules, regulations, and standard operating procedures related to the construction, repair, and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Working knowledge of the organization's procurement system.
- Skill in overseeing and performing routine repairs, maintenance, or construction of buildings, grounds, or roadways, and related systems and equipment.
- Skill in the use of tools and equipment used in the construction and maintenance of buildings, grounds, or roadways and related systems and equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to accurately assess maintenance and repair needs and make adjustments to maintenance crews and/or schedules as required.
- Ability to collect, organize and evaluate data and develop logical conclusions.
- Ability to work outside in a sub-tropical climate.
- Ability to stand for extended periods of time, kneel, bend and climb in the performance of duties.
- Ability to work effectively with others.
- Ability to use a computer and related software.
- Ability to read and interpret construction plans, specifications, blueprints, diagrams, and drawings.
- Ability to plan, organize and oversee the work of others.

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JOB POSTING

Systems Operations Superintendent

POSITION OVERVIEW

The Systems Operations Superintendent for the Baggage Handling System (BHS) at Tampa International Airport, is responsible for ensuring the efficient and effective operation of the BHS. This role involves supervising a team of technicians and coordinating with various stakeholders to ensure the smooth flow of baggage throughout the airport. The Systems Operations Superintendent will be responsible for maintaining the functionality, reliability, and safety of the BHS while implementing best practices and optimizing operational processes. This role will involve monitoring the system's performance, troubleshooting issues, implementing improvements, and ensuring compliance with safety and security regulations.

POSITION ROLES & RESPONSIBILITIES

System Operations Management:

- Oversee the day-to-day operations of the Baggage Handling System, ensuring its smooth and uninterrupted functioning.
- Monitor the system's performance, including conveyor belts, sorting machines, scanners, and associated equipment, to identify and resolve issues promptly.
- Coordinate with the airport's stakeholders, airlines, and ground handlers to ensure the timely and accurate delivery of baggage.
- Optimize system efficiency and minimize downtime by implementing preventive maintenance schedules and conducting regular inspections.
- Stay updated with the latest industry trends, technological advancements, and regulatory requirements related to baggage handling systems

Team Leadership and Coordination:

- Lead a team of technicians responsible for maintaining and repairing the BHS equipment.
- Provide guidance, training, and performance feedback to technicians, fostering a collaborative and high-performing work environment.
- Plan and schedule staff assignments, ensuring adequate coverage for routine maintenance, repairs, and emergency situations.
- Collaborate with other departments, such as Engineering, IT, and Airport Operations, to coordinate maintenance activities and implement system upgrades or modifications.

Troubleshooting and Issue Resolution:

- Respond promptly to system alarms, malfunctions, and breakdowns, diagnosing and resolving technical issues efficiently.
- Coordinate with vendors and external service providers for specialized support, repairs, or spare parts procurement as necessary.
- Maintain detailed records of incidents, repairs, and maintenance activities, ensuring accurate documentation for reference and analysis.

Safety and Compliance:

- Ensure compliance with all safety regulations, standards, and airport security protocols, identifying and addressing potential risks and hazards.

- Develop and implement standard operating procedures (SOPs) for system operations, maintenance, and emergency response.
- Conduct regular safety training sessions for the BHS operations team, emphasizing safe work practices and proper use of personal protective equipment (PPE).

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Proven experience in the operation and maintenance of baggage handling systems, preferably in an airport or transportation environment.
- of experience as a supervisory or manager of large teams.

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Upon Hire Required
- Facilities Management Professional (FMP) Certification. Preferred

PREFERRED QUALIFICATIONS

- Bachelor's Degree Bachelor's degree in Engineering, Aviation Management, or a related field

KNOWLEDGE, SKILLS & ABILITIES

- Strong technical knowledge of baggage handling equipment, including conveyor systems, scanners, baggage carousels, and sorting machines.
- Excellent troubleshooting and problem-solving skills, with the ability to diagnose and resolve complex technical issues quickly.
- Strong leadership abilities with experience managing a team of technicians.
- Proficiency in computer systems, including experience with computerized maintenance management systems (CMMS) and other relevant software applications.
- Proficient in reading and interpreting technical drawings, schematics, and manuals.
- Familiarity with safety regulations and standards related to baggage handling systems.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with various stakeholders, including vendors, airport authorities, and airline representatives.
- Ability to work under pressure in a fast-paced environment and adapt to changing priorities.
- Flexibility to work irregular hours, including nights, weekends, and holidays, as required.

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Talent Services Manager

POSITION OVERVIEW

Designs, plans, and implements human resources programs and policies for staffing, employee relations, labor relations. Ensures human resources strategies align with organizational business goals. Evaluates human resources processes and strategies to determine improvements to be made and reports findings to top management. The Talent Acquisition Partner will report directly to the Talent Services Manager

POSITION ROLES & RESPONSIBILITIES

Talent Acquisitions

- Plans, develops, and implements strategies and processes to attract, proactively build, and maintain a quality talent pipeline.
- Identifies current and future workforce needs. Assesses external labor market conditions, and develops the most effective, economic, and appropriate sources/channels and methods to recruit talent.
- Builds and maintains relationships with recruitment agencies, schools, and associations.
- Ensures candidate pipeline is sufficient to meet workforce needs and all sourcing and talent acquisition activities are consistent with the organization's policies and standards.
- Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees to include providing comprehensive training and support, being responsive, ensuring that accurate and timely information is provided, and demonstrating and promoting accuracy.
- Partners with other Human Resources Managers and other Authority department leads to create and facilitate an outstanding onboarding and new employee orientation program.
- Ensures the highest level of service is provided to all applicants, candidates, hiring managers, and employees to include providing comprehensive training and support, being responsive, ensuring that accurate and timely information is provided, and demonstrating and promoting accuracy.

Compliance

- Maintains and updates employee information in the human resources information system (HRIS)
- Establishes procedures to analyze trends and develop workforce plans to resolve issues and positively impact business results.
- Responsible for compliance reporting
- Responsible for administration, auditing, and ensuring that record retention requirements are met for general employee personnel files
- Provides draft responses for legal review in response to EEOC claims
- Oversees I-9 verification and IMAGE program
- Responsible for compliance reporting such as EEOC and Florida Department of Revenue New Hires and Terminations.
- Enters and maintains position control in Oracle HRIS

Employee & Labor Relations

- Conducts investigations, from intake through disposition, in an effective and timely matter
- Counsels/advises managers and general staff in interpreting and applying policies and procedures to resolve issues related to recruitment, compensation, disciplinary action, conflict resolution, and union grievance responses. Consults with internal and external counsel for more complex cases.
- Oversees the Authority's labor relations programs, policies, and procedures.

- Ensures satisfactory labor-management relations and helps interpret collective bargaining agreements. Leads grievance procedures, including arbitrations and assists all levels of management on labor matters.
- Builds a pipeline of Pre-Disciplinary Hearing Officers and ensures that PDH officers are initially trained and receive annual training to remain on the PDH officer registry.

Compensation

- Is adept in performing common compensation functions, including survey participation, job evaluation, salary structure development, incentive plan design, pay program administration and other associated initiatives.
- Maintain position control list and work with Finance to ensure personnel budget alignment
- Works closely with Director of HR in executing the annual personnel budget planning function
- Makes initial compensation recommendations for all promotions or new hires

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree
- Experience in Human Resources functions: Talent Acquisition, HR Compliance, Employee and Labor Relations, and Compensation.

LICENSES AND CERTIFICATIONS

- PHR or SHRM-CP Preferred
- SPHR or SHRM-SCP Preferred

PREFERRED QUALIFICATIONS

- Experience Supervising or leading a team

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational and conflict resolution skills
- Strong proficiency with Microsoft Office applications
- Excellent organizational management skills.
- Good judgement with the ability to make timely and sound decisions.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Managing one's own time and the time of others.
- Knowledge of Oracle E-Business Suite or other comparable HRIS
- Knowledge of Federal, State, and local laws and regulations affecting human resource management.
- Ability to schedule, and coordinate recruiting activities.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Strong planning, organizational and project management skills, collaborative, patience, professionalism, and initiative
- Excellent written,verbal communication, interpersonal, presentation and facilitation skills
- Possess in-depth knowledge, mastery and skill in two or more primary HR functions: employment and recruitment, compensation, benefits, organizational design and development, employee training and education
- Excellent attention to detail.
- Proficiency in use of Microsoft Office software suite of products.
- Must possess strong customer service and critical thinking skills, be proficient in TA process, and demonstrate strong consulting/influencing skills with individuals at all levels of the organization.

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JOB POSTING

Traffic Operations Manager

POSITION OVERVIEW

Reporting to the Senior Manager of Traffic Operations, this position is responsible for overseeing the day to day operations of the Traffic Division within the Public Safety and Security Department. Will be responsible for the supervision, scheduling and evaluation of the Traffic Supervisors and the Traffic Training Coordinator. This position will also have oversight of the Curbside Management Program, the Traffic Operations Training Program and the day to day traffic operations at the main terminal, remote curbsides and AOA checkpoints.

POSITION ROLES & RESPONSIBILITIES

Provides strong leadership to Traffic Supervisors while promoting and maintaining positive employee relations.

Identify and develop effective leaders capable of engaging employees, building trust, and holding themselves and direct reports accountable for results.

You need to say something regarding the management of the schedule as mentioned above.

Carry out and communicate clear performance expectations and standards to all department employees.

Provide timely performance feedback to direct reports and other employees as needed.

Direct oversight and responsibility for the Authority Curbside Management Program operation (24-hour, seven-days a week operation).

Meet daily with the Senior Manager of Traffic to provide updates on the Traffic Division's operations and future needs.

Provide subordinates guidance and feedback on customer service, policy application and problem solving; investigates employee performance issues.

Provide input to the Senior Manager of Traffic on the development and management of the division's budget, schedule and equipment.

Handle customer inquiries to resolution.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- A four-year degree from an accredited college or university
- Of supervisory or managerial experience managing, scheduling, training and evaluating subordinates;

- Any equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies

LICENSES AND CERTIFICATIONS

- DL NUMBER - Driver License, Valid and in State Required

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.
- Strong leadership, team-building, employee engagement, and consensus-building skills required.
- Results-driven and decisive with an ability to execute plans that are operationally sound.
- Very visible, enthusiastic, and a high energy level.
- Strong interpersonal and communication skills.
- Ability to effectively balance multiple high priority tasks simultaneously.
- Must be willing to work extended hours (nights, weekends, holidays) as required by operation and must be willing to be on call 24 hours a day, 7 days a week.
- Strong analytical and issue resolution skills required.

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JOB POSTING

Traffic Specialist

POSITION OVERVIEW

The Traffic Specialist position is part of the Tampa International Police Department, responsible for a range of traffic-related responsibilities. These duties encompass vehicle traffic management, enforcement of parking regulations, and ensuring the public safety and security of Hillsborough County Aviation Authority property, facilities, staff, and the general public. This position will require rotating shifts to include nights, weekends, and holidays in a subtropical climate under adverse weather conditions.

POSITION ROLES & RESPONSIBILITIES

Directs and controls vehicular traffic on Aviation Authority terminal curbside drives and at checkpoint areas crossing taxiways.

Provides customer service, curbside assistance, and information to airport users.

Performs security duties to ensure the protection of airport property, facilities, personnel, and the general public.

Enforce parking ordinances and issue parking citations as necessary.

Operates Aviation Authority Vehicles.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- Be 18 years of age or older
- Must be able to pass a criminal background check without any history of the following: ◦ No more than three moving violations within the past five years, including adjudications withheld. ◦ No more than five moving violations during driving history including adjudications withheld. ◦ No illegal drug sale ◦ No illegal drug use in the past 36 months ◦ No illegal drug use after the age of 30 ◦ No felony convictions ◦ No misdemeanor convictions involving perjury or false statement ◦ No tattoos or body piercings visible while wearing short sleeve shirt and shorts required uniform

LICENSES AND CERTIFICATIONS

- Possession of a valid Florida Driver License Upon Hire Required

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of airport traffic rules and regulations.
- Working knowledge of airport security rules and regulations.
- Working knowledge of the functions, services, procedures and regulations of the unit to which assigned.
- Ability to provide good customer service when dealing with the general public.

- Ability to sit or stand for long periods of time.
- Ability to properly direct vehicular traffic.
- Ability to operate a tow truck.
- Ability to lift and carry up to 50 pounds.
- Ability to remain calm under stressful conditions.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Ability to follow oral and written instructions.
- Ability and willingness to work shift hours including weekends and holidays.
- Ability to use radio and telephone communications equipment.
- Ability to work outside in a subtropical climate under adverse weather conditions.

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JOB POSTING

Traffic Supervisor

POSITION OVERVIEW

The Traffic Supervisor position reports to the Senior Manager of the Airport Police Department's Traffic Division. The traffic division enforces airport parking laws and regulations, and assist with Transportation Security Administration (TSA) transportation compliance requirements. The Traffic Supervisor will be responsible for leading a team of 13-17 non-sworn Traffic Specialists and Senior Traffic Specialists who assist the department by providing information, public assistance and guidance to the public while enforcing parking laws and maintaining safety and control of vehicular and pedestrian traffic on airport arrival and departure drives, and other airport areas as needed

POSITION ROLES & RESPONSIBILITIES

Perform Supervisory duties in a Public Safety and Security Department Police Traffic Division.

Plan, coordinate and supervise assigned functions and activities to help achieve Police Traffic Division objectives.

Prepare daily and monthly work schedules, payroll, memorandums, correspondence, interoffice communications, etc.

Provide personnel guidance and counseling, including completing performance evaluations

Validate and approve time cards for assigned employees.

Complete written reports and required forms in accordance with standard operating procedures and directives.

Oversee traffic operations; observe personnel in the performance of their traffic management duties.

Observe and assess changing traffic conditions.

Reassign personnel to maintain efficient public access to the airport.

Assist with traffic control duties as required.

Recommend new systems and procedures to improve traffic operations.

Resolve operational and administrative problems.

Monitor the status of allocated funds and provide input to management concerning the annual budget process.

Assist in the recruitment, interview process, and training of new personnel.

Coordinate with other departments/agencies both internally and externally.

Oversee the maintenance, safety and cleanliness of the Traffic Division vehicle fleet to ensure operational readiness.

Provide information and assistance to the public.

Perform other related duties as required.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from an accredited four year degree college or university
- Of supervisory or lead worker/team leader experience directly related to the position duties;
- Any equivalent combination of education, training and experience that would reasonably be expected to provide the job-related competencies

LICENSES AND CERTIFICATIONS

- A valid Florida Driver's License Required

KNOWLEDGE, SKILLS & ABILITIES

- Must be able to pass the Police Department background investigation including a polygraph assessment and pre-employment drug screening.

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JOB POSTING

Training Coordinator, Traffic

POSITION OVERVIEW

The Traffic Division Training Coordinator will serve as part of the team supporting Tampa International Airport's operations, public safety and security activity within the airport 24 hours a day. This 58-staff member team resides under the umbrella of the Airport's Police Department. The Traffic Training Coordinator will contribute to the growth and success of the Traffic Division's Training Program by developing and facilitating classroom and hands-on instruction for all Traffic personnel to include newly hired traffic specialists. Additionally, the Traffic Training Coordinator will be responsible for all annual and remedial training for personnel as required by the Florida Department of Law Enforcement.

POSITION ROLES & RESPONSIBILITIES

Evaluate employee performance, analyze and identify opportunities for performance improvement and translate needs into lessons and remedial training modules.

Develop, update, and review reference guides and instructional materials associated with Traffic Training.

Perform as a Lead Trainer for newly hired Traffic Specialists and conducts classroom and on-the-job training.

Perform training related administrative tasks; develop and maintain databases of training records.

Attend meetings, serve on committees, and make presentations as needed. Perform general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Proficient with MS Office programs (Outlook, Word, Power Point, Excel)

Conduct monthly quality assurance reviews of traffic personnel performance and deliver analysis to supervision for follow-up coaching.

Participate in the recruitment, review, interview, and selection process of traffic applicants.

Maintain a comprehensive knowledge of training principles, procedures, and presentation techniques; research and assess new training techniques and programs; coordinate training resources, and provide updates to web based materials and printed guides when applicable.

Engage in Traffic duties as workload and training schedules dictate; additional duties should be limited to periods of time when staffing assistance is immediately needed or when an emergency situation arises.

Demonstrate scheduling flexibility to accommodate training needs for all shifts.

Maintain training records and reports.

Testify in court to provide an accurate account of information related to training records and

emergency/non-emergency calls for assistance, as required

Perform other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Graduation from high school or possession of a GED certificate;
- Currently a Traffic Specialist/Senior/Supervisor within the Traffic Division with a traffic experience
- Experience as a trainer.

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Treasury Administrator

POSITION OVERVIEW

Reporting to the Director of Financial Planning & Reporting, the Treasury Administrator will play a key role in assisting with managing capital expenditure cash flows while seeking opportunities to optimize investment returns on available funds. The ideal person will have intellectual curiosity and the ability to build rapport and gain respect and influence easily while focusing on attention to detail.

POSITION ROLES & RESPONSIBILITIES

Performs monthly Master Plan Reconciliations - Actuals and Commitments. Supports continued development of internal project Funding Source Application

Manages the preparation of the multiple-year cash flow projections of all funds of the Authority and makes recommendations regarding the length and timing of investment maturities

Assists in the management & administration of the Authority's debt portfolio to include compliance with all debt covenants and continuing disclosure requirements

Monitors and reconciles daily cash flows, bank balances, and fund balances. Summarizes monthly project expenditures by funding source

Maintains current information on holdings and monitors securities in treasury portfolios.

Performs complex governmental inter-fund accounting journal entries to reconcile project funds

Ensures new product investments align with treasury investment policy and objectives. Reviews investment fund activity and maximizes investment performance

Completes investment trades by executing transactions and communicating with brokers and safekeeping banks.

Assists with the preparation and review of the official statement and feasibility studies during the course of bond or other debt issues

Initiates first-of-the-month operating and debt service fund transfers

Assists in the preparation of the financial section of the 20-year business plan

Provides inputs to the business plan and actual calculations of rates and charges to the signatory airlines.

Project cash liquidity needs to ensure that daily disbursements and construction obligations are met

Assists with the preparation and review of the official statement and feasibility studies during the course of bond or other debt issues

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Degree in finance, economics, accounting, or other analytical fields of study
- Five (5) years Of professional experience in aviation or municipal financial analysis, budgeting, treasury or investments.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Preferred

PREFERRED QUALIFICATIONS

- Master's Degree Degree in finance, economics, accounting, or other analytical fields of study

KNOWLEDGE, SKILLS & ABILITIES

- Familiarity with performing job functions in concert with a central ERP system such as Oracle
- Knowledge of governmental accounting principles, practices, procedures, methods, and theory.
- Knowledge of laws, rules, and policies governing assigned functional accounting areas.
- Ability to use Microsoft suite of products including Word, Excel, Access, and other related software applications.
- Ability to read, comprehend, and apply job-related rules, policies, and procedures.
- Ability to analyze accounting and fiscal data.

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JOB POSTING

Vice President Information Technology

POSITION OVERVIEW

Reporting to the Executive Vice President, Legal Affairs (General Counsel) and Information Technology, this position is responsible for directing all technology and telecommunication activities for the Aviation Authority. Responsibilities include establishing departmental goals and procedures, directing the development and maintenance of the Authority's website - TampaAirport.com, monitoring individual and operational performance, developing long range plans and strategy, directing the preparation of departmental personnel, operating, equipment and capital budgets, overseeing all technology capital projects, overseeing the acquisition, development, implementation, operation and maintenance of all information technology and telecommunication systems including computer hardware, software and networks. The Director of IT interacts with Authority staff, technology vendors, tenants, and participates in industry and trade organizations. This position assists the Vice President, Business Planning and Information Technology with special projects.

POSITION ROLES & RESPONSIBILITIES

Take an active role in leading, promoting and managing the IT department, providing direction, guidance and development to the Authority's Network Engineering and Software Development groups. Develop and implement a technology plan which will move Tampa International Airport towards the leading edge of airport technology.

Research, develop and implement a technology strategy for the Aviation Authority. Identify evolving and emerging technologies that offer the potential for the continuous improvement of business operations and services provided by the Aviation Authority. Ensure that the Authority's technology strategy is aligned with the direction of mainstream, proven technology solutions.

Direct the planning, budgeting, coordination and construction of all Information Technology projects. Oversee the technology component of all non-information technology department managed projects.

Direct the planning, coordination, development, implementation, training and maintenance of all Authority developed software. This includes the development and maintenance of the website TampaAirport.com, the information kiosks, and the Authority's intranet. Oversee the planning, acquisition, coordination, implementation, end- user training and maintenance of all non-financial third party software used by the Authority.

Direct the planning, acquisition, coordination, implementation, end-user training and maintenance of all financial software used by the Authority. Oversee the maintenance of the Oracle financial software system, the Propworks property management system and all Authority databases.

Direct the operation and maintenance of all Authority networks and IT infrastructure throughout the airport. Oversee the development of equipment budgets and procurement specifications. Plan for the configuration, installation and maintenance of all computers, servers, printers, telecommunications equipment, network switches, routers, hubs and other ancillary equipment. Oversee the operation of the IT Help Desk and the provision of end-user hardware support.

Direct the development, implementation and management of network, desktop and software security

policies and procedures. Oversee the development and on-going testing of the Authority's IT disaster recovery plan and intrusion detection program.

Direct the provisioning of information technology services provided by the Aviation Authority to airport tenants. Manage and grow the Authority's Shared Tenant Services program, providing telephony services to the Authority's tenants. Maintain a high level of customer service characteristic of services provided by the Authority to its tenants.

Oversee the administration of the Authority's cellular telephone equipment and service agreements.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In business administration or technology,
- Of extensive information technology experience to include at least five years' experience managing a technology department within a mid- to large-size government or business
- Must have experience working with an Enterprise Resource Planning system.

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Vice President of Communications

POSITION OVERVIEW

Reporting to the Executive Vice President of Marketing and Communications is responsible for developing and implementing a dynamic communications program which will proactively advance the interests of the Authority's policies and programs. This position is responsible for providing leadership to a communication staff and will work closely with other program leaders and staff in helping implement a mission-focused, enterprise-level communications strategy. The Vice President will continually develop and improve communication approaches to advance the Authority's programs and initiatives. The Vice President will also work to align external stakeholders and consultants to leverage the Authority's visibility and brand in order to advance its policy and program initiatives. The Vice President will be an innovative, creative and strategic communications leader. The Vice President serves as a member of the senior management team and is responsible for the overall planning, budgeting, staffing, and evaluation of all communications activities consistent with policies established by the CEO and the Board.

POSITION ROLES & RESPONSIBILITIES

Continually develop and improve communications resources and approaches to advance the Authority's program strategies and initiatives.

Provides leadership for design, implementation, and management of issue-focused communication enterprise.

Develops strategic communications plans, both proactively and responsibly to breaking events.

Develops workable implementation plans; communicates changes effectively; build commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Effectively utilize social media and other online formats, as well as more traditional media/communications vehicles, to ensure information on the Authority is accurate, consistent and accessible to external audiences.

Efficiently communicate Authority image and positions to maintain or enhance credibility with key audiences; engage potential partners or allies who share similar goals; and, proactively engage critical stakeholders to advance the mission of the Authority.

Works in direct partnership with Authority's staff to mutually develop program-related communications strategies that are built into broader program plans and effectively utilize the Authority's other internal resources when appropriate.

Reinforces, trains, and grows staff's capacity to effectively engage with key audiences about the organization's mission, program outcomes and goals in alignment with the Authority's core values.

Provides regular strategic and tactical communication support to CEO's Office and leadership to advance critical goals and priorities.

Provides insight to the communication of critical information relayed to the Board of Directors and

provides counsel on strategic communications as needed.

Ensures all staff has access to useful and timely information about the Authority.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Journalism, Mass Communications, English, Business Administration or other related field.
- Seven (7) years Of experience in crisis communication and management, developing and executing internal communication strategies is important for ensuring that employees are informed and engaged, and strategic communication. Experience in dealing with the media, pitching stories, and managing media inquiries
- Experience may substitute on a year-for-year basis for the required education.

PREFERRED QUALIFICATIONS

- Master's Degree Journalism, Mass Communications, English, Business Administration or other related field.

KNOWLEDGE, SKILLS & ABILITIES

- Proven capacity to communicate with, and successfully reach, culturally and ethnically diverse target audiences, especially within the nonprofit, policy, and/or philanthropic sectors.
- Looks for ways to fulfill the vision; shows commitment to the organizational mission and guiding principles; inspires respect and trust.
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Able to generate and deliver persuasive and clear verbal, graphic, and written communications.
- Outstanding interpersonal skills; must have credibility, good judgment, honesty, and integrity.
- Ability to listen and process complex information quickly.
- Ability to manage change with flexibility and grace.
- Initiative to solve problems with energy and a positive attitude.
- Able to anticipate, prioritize, and manage tasks while simultaneously demonstrating genuine respect for diversity and inclusiveness with multicultural sensitivity.
- Demonstrated and effective people management and employee development skills.

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JOB POSTING

Vice President of Maintenance

POSITION OVERVIEW

Reporting to the Executive Vice President of Operations and Customer Service, the Vice President of Maintenance is responsible for more than 200 employees and a $41M annual budget. This position is accountable for the safe, efficient and reliable operation of all airport related facilities and systems including automated airport systems and equipment, mechanical, electrical, electronics, plumbing, aircraft boarding bridges, security/access control, fire detection and protection, baggage handling systems, people mover and conveyance systems, HVAC systems, building, grounds, airfield, and fleet maintenance including all aviation authority owned vehicles and heavy equipment. The Vice President of Maintenance is responsible for all contract maintenance agreements with various service providers including janitorial, elevator and escalator, and automated people mover operations and maintenance. Maintenance is accomplished with a balanced combination of in-house personnel and specialty outsourced contracts. The largest outsourced labor contract is for janitorial services which are provided in all public areas and in airline exclusive use spaces in all terminals. In-house personnel are separated into major functional areas consisting of administrative/work control, multi-trades workers, technical/systems personnel, and outsource resource managers. In addition to the maintenance-related functions above, the position is responsible for the administration of the Authority's tenant work permit program (TWP) and key control functions. The TWP program ensures that all tenant work is performed according to applicable codes and standards, and with appropriate insurance and bonding in place. The key control function ensures that a proper key hierarchy is established and maintained for all Authority controlled spaces. The position is responsible for the development and implementation of staffing plans, outsource contracting, and management programs that may be required. Accordingly, the position is responsible for ensuring that all operating and maintenance resource requirements, including water and electric utility services, are properly budgeted for and monitored. The Vice President of Maintenance is part of the senior management team and is responsible for recommending and developing policies and procedures, project management plans, goals and objectives, and business plans. Specifically, this position is responsible for ensuring that all major decisions take into consideration appropriate staffing, life cycle costs, asset replacement and refurbishment, utility costs and natural resource management, O&M costs, safety and reliability, maintainability, and customer service. The Vice President of Maintenance services as a member of the development committee which directs the capital program of the Authority. Reporting directly to the Vice President of Maintenance are Senior Managers responsible for the various sections within Maintenance including administration, Plant and Utilities, HVAC, Electrical, Electronics Landscaping, Buildings, Grounds, Airfield, and Fleet Maintenance.

POSITION ROLES & RESPONSIBILITIES

Planning, assigning and supervising the work of subordinates, including establishing challenging standards and productivity goals with clear measurements

Responsible for developing and managing the department's $41M budget

Responsible for operations and maintenance, equipment and capital projects

Responsible for ensuring that all necessary specialty maintenance service contracts are established, procured and maintained

Responsible for ensuring that all necessary projects to replace facilities/equipment/systems are identified

Responsible for ensuring that an organizational structure is in place to fulfill the department's mission in the organization and provide maximum opportunities for employee development and advancement

Responsible for ensuring a cost effective operation

Responsible for creating and sustaining a strong, healthy, and equitable culture across the workforce

Responsible for ensuring safety and security are always priority

Encourages change and innovation, embracing diverse thinking and styles across all staff levels

Promotes broad employee involvement and engagement

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In Engineering, aviation-related field, business or public administration, or other area of concentration which is relevant to the role as described above.
- Master's Degree In Engineering, aviation-related field, business or public administration, or other area of concentration which is relevant to the role as described above.
- Experience should be related to airport maintenance operations and include considerable senior management experience.
- Of progressive experience managing a maintenance operation of similar complexity and budget responsibility.
- Significant high-level management experience at an airport of comparable size may be substituted for some of the educational requirements.
- Experience with a large maintenance operation that includes utilization of in-house and outsourced resources

PREFERRED QUALIFICATIONS

- Familiarity with all aspects of airport operations
- Experience with a unionized workforce

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JOB POSTING

Vice President Procurement

POSITION OVERVIEW

The Vice President of Procurement acts as the Chief Procurement Officer of the Authority and is responsible for all direct and indirect procurement and supply chain management, including inventory and warehousing of the Authority. The position reports to the Executive Vice President of Finance and Procurement.

POSITION ROLES & RESPONSIBILITIES

Ensuring compliance with all federal, state, and local procurement requirements in selecting contractors, concessionaires, consultants, and individuals providing goods or services to the Authority.

Developing and implementing purchasing and contract management instructions, policies, and procedures.

Representing the Authority in negotiating contracts with suppliers.

Overseeing the development of specifications for equipment, products, or substitute materials.

Ensuring requisitions and purchase orders for supplies and equipment are processed in a timely manner.

Resolving vendor or contractor grievances and claims against suppliers.

Directing and coordinating activities of personnel engaged in buying, selling, and distributing materials, equipment, equipment, and supplies.

REQUIRED FOR ALL HCAA JOBS

- In the event of an emergency or disaster that impacts the Hillsborough County Aviation Authority (HCAA), an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department or the HCAA Emergency Operations Center (EOC). Such assignments may be before, during, or after the emergency/disaster.
- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Master's Degree
- Bachelor's Degree
- With seven years of experience
- Of experience in management, business, construction, or public administration with progressive experience in purchasing, contracts management, and/or competitive procurement, including experience in a public (government) organization

LICENSES AND CERTIFICATIONS

- (Government) organization and be a Certified Public Purchasing Officer (CPPO) Required
- Certified Professional in Supply Management (CPSM) Required
- NIGP Certified Procurement Professional (NIGP-CPP) Required
- A Valid Class E driver's license. Required

PREFERRED QUALIFICATIONS

- Managerial experience with an agency that is accredited by the National Institute of Government Purchasing with either the Outstanding Agency Accreditation Achievement Award (OA4) or Accreditation for Quality Public Procurement Departments (QPPD)
- Managerial experience with an agency that has recently received the Achievement of Excellence in Procurement Award (AEP) from either the National Procurement Institute or the Florida Association of Public Procurement Officials
- Experience in utilizing Oracle or other automated procurement systems

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Vice President, Capital Programs

POSITION OVERVIEW

Reporting to the Executive Vice President of Finance and Procurement, this position is responsible for the coordination of the capital development program, grant funding, and financial oversight. This includes short- and long-range master schedules, project cost tracking and forecasting, records management, performance measures, and process improvements. This position will work closely with the Planning and Development Department to ensure that the Authority's capital program stays on schedule and meets budget targets.

POSITION ROLES & RESPONSIBILITIES

Directs and coordinates the development of the annual Capital Improvement Program. Ensures that a high degree of coordination occurs between departments so that the project management plans scope of work, budgets and schedules are carefully planned to achieve successful project implementation.

Responsible for coordinating and maintaining detailed project activity schedules for complex master plan projects to help ensure that senior leaders properly plan and execute the elements they are responsible for.

Manages the development committee process to ensure all departments provide necessary input to properly plan and track all capital projects.

Ensures the Authority's Strategic Business Plan is updated as necessary.

Manages the Capital Improvement Program annual budget development process.

Directs and coordinates the development of Project Management Plans and timely updates.

Ensures the Capital Development Program Master Schedule is maintained and updated providing project scheduling and cash flow projections.

Oversees the project closeout process, and records management.

Provides necessary project cost data to Project Directors to ensure projects are within budget.

Ensures proper reporting of Goals & Objectives and project performance measures.

Provides management and oversight of external resources such as consultants and program management staffing.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Finance, Accounting, Business Economics, or another related field.

- Five (5) years progressively responsible experience in program management of capital programs.

PREFERRED QUALIFICATIONS

- Master's Degree Finance, Accounting, Business Economics, or another related field.

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Vice President, Finance

POSITION OVERVIEW

Reporting to the Executive Vice President of Finance and Procurement, this position is responsible for directing the financial activities of the Authority, including preparation of financial statements and related external audit, calculation of rates and charges to airlines, coordination of issuance of debt, accounts payable, accounts receivables, budget, payroll, collections, managing the Authority's investment portfolio and inventory.

POSITION ROLES & RESPONSIBILITIES

Assisting the Chief Executive Officer and others with various financial analyses.

Coordinating the issuance of debt, including refunding bond issues, construction bond issues, commercial paper and other types of financing for capital improvements.

Interacting with the Authority's trustees related to bond covenants the administration of existing debt.

Directing the establishment and management of Authority banking and investments.

Ensuring compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing goods or services to the Authority.

Maximizing revenues and minimizing expenditures to protect the financial strength of the Authority.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Finance, Accounting, Business Administration, or related discipline.
- Ten (10) or more years of senior-level experience in managing the accounting, investment and financial functions of a similarly sized organization in a position with significant organizational and budget responsibility, preferably at a medium to large size airport or other governmental organization.

LICENSES AND CERTIFICATIONS

- Certified Public Accountant (CPA) Preferred

PREFERRED QUALIFICATIONS

- Master's Degree Finance, Accounting, Business Economics, or another related field.

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Vice President, Human Resources and Administration

POSITION OVERVIEW

The Vice President of Human Resources will provide strategic leadership the Human Resources, Risk Management and Administrative teams for the Aviation Authority. In addition, will provide management, leadership and direction to the HR senior management staff and serve as the senior level advisor to executives regarding human resources trends. The incumbent also helps to ensure the Authority's compliance with the Florida sunshine and public records laws, financial disclosure requirements and voting conflict standards and disclosures. The Vice President of Human Resources will drive organizational effectiveness by providing leadership in the development and implementation of policies, plans, and employee programs to ensure the most effective utilization of the Authority's human resources to support business objectives. Programs will be aimed at attracting, retaining, motivating and rewarding, and protecting employees within a framework of the Authority's philosophy and external employment laws and regulations. Will be responsible for maintaining ongoing communication with union leadership and other external groups. The incumbent counsel senior level staff and employees on specific personnel and labor relations issues and provides interpretation of the Authority's position. Will serve as an agent of cultural change management who initiates workforce solutions that reflect the Authority's mission and vision.

POSITION ROLES & RESPONSIBILITIES

Administers the personnel policies and programs of the Authority and develops and recommends new ones to assure the effective utilization of human resources in support of the Authority's business objectives.

Serves as the Authority's chief spokesperson with outside agencies in matters related to its employees (e.g. Equal Employment Opportunity Commission, Public Employee Relations Commission, Department of Veterans Affairs, etc.).

Negotiates collective bargaining agreements.

Ensures that effective training and development programs are provided for the development of all employees.

Ensures that Authority's benefit programs are current and all employees are thoroughly informed of their benefits.

Prepares annual HCAA personnel budget.

Periodically reviews job/position descriptions to provide clarity of expectations for the position; establish clear criteria for hiring, evaluation, and promotion; and to reflect the evolving character of work of the position.

Implements employee engagement programs.

Acting as a resource for the Central Records department as necessary to ensure compliance with public records laws.

Participating in the Human Resources department's investigations into allegations of harassment,

discrimination and/or retaliation, as necessary.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Human Resources, Business Administration or another related field.
- Eight (8) years Senior level experience in HR leadership and management in a large organization focusing on managing organizational change, experience negotiating collective bargaining agreements, experience in self-insured programs for employee benefits, knowledge of employee wellness programs, and experience integrating a performance-based compensation system.
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- SPHR or SHRM-SCP Preferred

PREFERRED QUALIFICATIONS

- Master's Degree in Human Resources, Business Administration or another related field.

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JOB POSTING

Vice President, Planning & Development

POSITION OVERVIEW

This position is responsible for directing and overseeing the management of Authority activities related to the planning, programming, design and construction of airport facilities. The position is also responsible for advising the Chief Executive Officer regarding strategic plans and policies for the long-term growth and development of the airport. Reporting to the Executive Vice President of Facilities, this position is challenged with ensuring that all planning and development activities of the Authority are implemented consistent manor. This position must include the Vice President of Facilities and Administration, other Vice Presidents and Directors within the Authority when developing and preparing strategic plans and policies for the long-term development and direction of the Authority's airports. Provides coordination among various departments and individuals as necessary for effective and efficient operations, sets priorities, establishes sound management and leadership practices, solves problems and exercises strong customer service relations skills. Besides its internal contact with the Executive Vice President of Facilities, other Executive Vice Presidents, Vice Presidents and Directors, the incumbent is in frequent contact with outside consultants to ensure that all projects are being carried out in a thorough and concise manner while protecting the Authority's interests.

POSITION ROLES & RESPONSIBILITIES

Ensures the development of the Authority's airport system, including forecasts of activity and facility requirements, project definition, system planning, master planning, budget-setting and monitoring, environmental studies, special studies, project scheduling and monitoring, and construction of airport facilities.

Ensures the preparation, review, and enforcement of planning, architectural, engineering, environmental, and construction contract documents.

Ensures the timely implementation of development plans and projects.

Ensures that the Authority's needs and interests are met with respect to planning, engineering, architectural and environmental designs, related specifications and cost estimates, tenant development plans, and construction management.

Ensures that architectural, engineering and construction activities comply with approved plans and specifications.

Ensures the application for, and administration of, all federal and state grant and loan assistance programs.

Ensures implementation of the Authority's Height Zoning Ordinance.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.

- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In architecture, engineering, or construction management,
- Of progressively higher levels of responsibility in the areas of major airport planning, design, and construction.
- The incumbent should also have experience with planning and coordinating the work of a wide variety of technically specialized staff.

PREFERRED QUALIFICATIONS

- Master's Degree In business or public administration

KNOWLEDGE, SKILLS & ABILITIES

- Training and experience should include 1) Knowledge of operational characteristics, services, and activities of an airport system; 2) knowledge of federal, state, and local laws, regulations, and standards relating to airport planning and design; 3) knowledge of the codes, regulations, and ordinances applicable to public works construction; 4) knowledge of the major types of building construction materials, and equipment; 5) knowledge of site development and airfield construction; and 6) knowledge of construction delivery mechanisms.

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JOB POSTING

Vice President, Public Safety & Security

POSITION OVERVIEW

Reporting to the Vice President of Operations, this position serves as the chief law enforcement officer of the Aviation Authority and is responsible for ensuring the safety and security of all persons and property at Tampa International Airport. The Director of Public Safety and Security is responsible for the enforcement of laws, regulations traffic, airport operations center, security administration and security operations at the Airports and for the overall leadership and administration of the Airport Public Safety and Security Department. This position coordinates law enforcement, safety and security activities related to public safety and security with tenants, outside agencies and in conjunction with the Aviation Authority's Operations Department and the Federal Transportation Security Administration (TSA). The incumbent serves as liaison with all other law enforcement agencies in matters involving the Aviation Authority and coordinates efforts in the case of special investigations and security operations. The Director of Public Safety and Security prepares and updates applicable sections of the Master Airport Security Plan relating to law enforcement and security and coordinates closely with the Operations Department, on issues dealing with safety and security. As a department head attends and participates in all staff functions as part of the Aviation Authority's leadership group. This position is challenged with keeping abreast of changing federal and state regulations and statutes and with determining their proper enforcement. The Director of Public Safety and Security has a variety of internal and external contacts. These include tenants and employees in order to provide guidance on police and traffic measures; other law enforcement agencies, airport operations center functions, security administration, and security operations to discuss matters that affect the airport; the Operations Department to ensure compliance with the various rules and regulations of the Transportation Security Administration and Aviation Authority staff members to coordinate joint activities.

POSITION ROLES & RESPONSIBILITIES

Plans, coordinates, directs, and supervises the activities of Aviation Authority personnel engaged in Airport Operations Center, Security Administration, police and traffic programs to ensure that laws and regulations are enforced for the protection of people and property at the airport.

Creates and maintains a strong sense of public service and customer relations among Airport Police, Traffic, Security Administration and Airport Operations Center personnel to ensure that the public's needs for information, assistance, and counseling are met in a prompt and courteous manner.

Implements and monitors the Federal Transportation Security Administration's procedures to ensure airport compliance with TSA requirements associated with law enforcement activities and to participate in the Joint Terrorism Task Force.

Ensures that federal, state and municipal laws and Aviation Authority regulations are enforced at the airport.

Prepares annual budget for the Public Safety and Security Department.

Reviews and updates Pubic Safety and Security Department policies and procedures so as to ensure that they remain current.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree In law enforcement, criminal justice, public administration or related field
- Ten (10) or more years Of responsible management and administrative level experience in law enforcement.

LICENSES AND CERTIFICATIONS

- The incumbent must also be certified or certifiable by the State of Florida Criminal Justice Standards and Training Commission Required

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JOB POSTING

Vice President, Real Estate

POSITION OVERVIEW

The Vice President of Real Estate is responsible for the strategic leadership, management and coordination of all passenger, cargo airline and airline-related leases, contracts and agreements, and oversees Real Estate Development for the Authority. The Vice President of Real Estate will proactively manage the airport's relationships with airline properties' representatives and local station managers to facilitate all airline-airport contractual and development issues, and to ensure consistency and compliance with agreements. This position oversees the administration and maintenance of the Authority's comprehensive real estate database, and works closely with the Airport's Finance and Legal Affairs departments to ensure appropriate billing rules and parameters for airline and associated leases and agreements. This position also assists in the preparation of airline revenue forecasts for incorporation into annual budgets and amendments. The Vice President of Real Estate oversees the management of negotiations associated with Real Estate Development and monitors other potential areas that might present risk for each transaction and/or venture.

POSITION ROLES & RESPONSIBILITIES

Responsible for the overall success of the Airline Real Estate Department and represents the organization both internally and externally by supporting the Authority's Mission and Vision, strategic priorities, objectives and values. Serves as the primary relationship manager for all airline property managers.

Oversees coordination of the contracts and processes involved in introducing new entrant carriers into the TPA market, including identifying appropriate ticket counters, ticket offices and gates; scheduling Pre/Post Operations Meetings with the airlines and internal and external stakeholders to ensure that startup operations are organized, well-managed and efficient, and to solicit feedback to address any issues after operations begin.

Oversees coordination, scheduling, and preparation of all Airport/Airline Affairs Committee and Airline Manager meetings throughout the year to ensure meetings are planned in advance with sufficient time for stakeholders to review the proposed agenda, dry runs are scheduled in advance of each meeting, and pre-meeting activities with the airlines and community stakeholders are planned.

Responsible for the coordination, development and dissemination of regular Airport/Airline Affairs Committee communications to enhance the ability of Airlines to remain informed on airport issues and events, the fiscal performance of the Authority, and regular updates about capital projects.

Coordinates directly with airport leadership and staff from all departments to ensure seamless operations for Airport tenants and that all agreements comply with Federal, State, local and HCAA laws, rules and regulations. Ensures the use of uniform contract documents and the efficient and timely development as well as administration of all Airline Real Estate-related contracts.

Responsible for ensuring compliance by airport tenants in accordance with their leases and agreements, and routine monitoring of tenant operations to ensure quality and level of service, and for the timely and accurate updates to the PROPworks® database billing system.

Participates in the determination of airline rates and charges in accordance with the Signatory Airline

Agreement and Board approved policies.

Develops the budget for carrying out the department's duties and responsibilities and implementing the Authority's Mission and Vision initiatives, strategic priorities, objectives and values with respect to its core airline business.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree With an emphasis in business or public administration, contracts/property management, or equivalent
- Of experience in airport/airline and real estate contracts and property management
- The incumbent's experience should include work at a medium or large hub airport or with an airline in its properties division and should reflect a clear understanding of airport property management, airport/airline economics,

KNOWLEDGE, SKILLS & ABILITIES

- The ability to interpret contractual agreements and their provisions.

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JOB POSTING

Visual Communications Designer

POSITION OVERVIEW

As the Visual Communications Designer with HCAA, you will need to listen to clients and understand their needs before making design decisions. Understanding "why" will drive "what" a successful outcome looks like. You will work on a variety of projects, such as websites, advertising, posters, exhibitions and displays, corporate communications and corporate identity. All while ensuring the consistency and quality synonymous with the HCAA brand. The work demands creativity, up-to-date knowledge of industry software and a professional approach to time, costs, and deadlines.

POSITION ROLES & RESPONSIBILITIES

Work with internal and external stakeholders to create new and original print, web, and multimedia designs based on client specification, needs, and the established HCAA brand standards.

Collaborate with internal and external partners as needed on the development of communications pieces.

Advise clients on strategies to reach a particular audience.

Present the design to clients and/or the Brand and User Experience Manager for approval.

Create and maintain files for all creative assets and resources, such as software, art materials, and special fonts as required for record keeping and referencing.

Assist in the management of production for all pieces from conception to completion.

Produce print-ready files for use in production as required, including correct file formatting, trim and bleed marks, etc.

Attend press checks as needed and conduct quality checks on all pieces.

In collaboration with the project manager, ensure delivery of the assigned project within the agreed upon budget and timeline.

Serve as a reserve photographer and support for videography efforts.

Support social media efforts and campaigns with images and/or video.

Creatively seek out new products and maintain cutting-edge industry knowledge.

Attend meetings as assigned.

Performs other duties as assigned.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Four-year related degree
- Design experience in an in-house creative department or design firm.
- An equivalent combination of education, training, and experience that would reasonably be expected to provide the job-specific competencies.

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JOB POSTING

Website Administrator

POSITION OVERVIEW

Website Administrator plays a vital role in maintaining, managing, and optimizing our organization's website. This position will ensure the website's functionality, security, and overall user experience. It will collaborate with cross-functional teams to implement website updates, monitor performance metrics, and troubleshoot any issues that may arise. This position requires a strong technical background, excellent problem-solving skills, and a keen eye for detail.

POSITION ROLES & RESPONSIBILITIES

Website Management:

- Oversee the day-to-day operations of the company website, ensuring it remains up-to-date, accurate, and functional.
- Monitor website performance, including uptime, loading speed, and responsiveness, and take necessary actions to optimize performance.
- Regularly update and maintain website content, including text, images, videos, and other media assets.
- Ensure compliance with web accessibility standards and implement necessary improvements to enhance user experience.

Content Management:

- Collaborate with various teams to gather, create, and publish high-quality and engaging content on the website.
- Manage content publishing schedules and ensure timely delivery of content updates.
- Optimize website content for search engines (SEO) to improve organic visibility and drive traffic.
- Implement content personalization strategies to enhance user engagement and conversion rates.

User Experience and Design:

- Conduct regular audits and usability tests to identify areas for improvement in website design and user experience.
- Work closely with the design team to implement user-centric design enhancements and ensure consistency across all web pages.
- Monitor user feedback and analytics data to identify pain points and optimize user flows and interactions.
- Ensure the website is mobile-friendly and compatible with different browsers and devices.

Technical Support and Troubleshooting:

- Respond to user inquiries, feedback, and technical issues related to the website promptly and professionally.
- Collaborate with IT teams and external vendors to resolve technical issues and implement website upgrades and enhancements.
- Monitor website security, perform regular backups, and implement necessary security measures to protect against threats.

Analytics and Reporting:

- Track website performance metrics using analytics tools (e.g., Google Analytics) and generate regular reports.
- Analyze user behavior, traffic patterns, and conversion rates to identify areas for improvement and inform strategic decisions.
- Provide insights and recommendations to optimize website performance, user engagement, and conversion rates.

REQUIRED FOR ALL HCAA JOBS

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in computer science, information technology, or a related field (or equivalent practical experience).
- Proven work experience as a Website Administrator, Webmaster, or similar role.
- Proficient in web development languages and technologies, such as HTML, CSS, JavaScript, and Content Management Systems (CMS).
- Experience may substitute on a year-for-year basis for the required education.

LICENSES AND CERTIFICATIONS

- Certified Professional Webmaster Preferred
- Web Design Professional Certification Preferred

KNOWLEDGE, SKILLS & ABILITIES

- Strong understanding of website architecture, usability principles, and user experience (UX) design.
- Knowledge of SEO best practices and website optimization techniques.
- Experience with website security measures, including backups, SSL certificates, and firewall configurations.
- Excellent problem-solving and troubleshooting skills, with the ability to diagnose and resolve technical issues promptly.
- Detail-oriented mindset and ability to maintain accuracy while working with large volumes of content and data.
- Strong communication and collaboration skills, with the ability to work effectively with cross-functional teams.
- Familiarity with web analytics tools (e.g., Google Analytics) and ability to interpret and analyze data.
- Knowledge of web accessibility standards and best practices.
- Strong problem-solving and troubleshooting skills.
- Self-motivated and able to work independently with minimal supervision.

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JOB POSTING

Wildlife Programs Manager

POSITION OVERVIEW

The Wildlife Programs Manager will play a vital role in the implementation and management of Wildlife Hazard Management Programs for Tampa International Airport (TPA), Tampa Executive Airport (VDF), Peter O Knight Airport (TPF), and Plant City Airport (PCM). Reporting to the Sr. Manager of Wildlife Programs, this position will be responsible for ensuring compliance with Federal Aviation Administration (FAA) regulations, conducting wildlife assessments, monitoring wildlife activities, and updating Wildlife Hazard Management Plans. Additionally, the Wildlife Programs Manager will handle wildlife, transport them when necessary, and provide training on wildlife management techniques and regulations to Authority personnel. The Wildlife Programs Manager will be an integral part of the Airport Operations team, overseeing the day-to-day implementation of wildlife management programs across multiple airport facilities. This role requires close collaboration with various departments within the authority and engagement with airport stakeholders. The Wildlife Programs Manager will play a vital role in ensuring the safety and well-being of both wildlife and airport operations through effective wildlife hazard management strategies and practices.

POSITION ROLES & RESPONSIBILITIES

Conduct FAA-compliant Wildlife Hazard Assessments, Wildlife Hazard Site Visits, and continual wildlife monitoring, following established guidelines and protocols.

Develop and update Wildlife Hazard Management Plans, ensuring compliance with relevant federal and state wildlife regulations.

Maintain all necessary permits and complete required reporting for wildlife control activities.

Coordinate and collaborate with internal departments, external agencies, and airport tenants to align wildlife program initiatives and ensure effective wildlife management.

Conduct wildlife surveys, harassment, and control measures, including trapping, relocation, and, when necessary, lethal removal.

Deliver training sessions to airport personnel on wildlife management techniques, regulations, and best practices.

Perform daily airfield wildlife inspections, documenting findings and taking necessary actions to mitigate wildlife hazards.

Coordinate the mitigation or elimination of hazardous wildlife habitats on airport property and surrounding areas.

Deploy and monitor wildlife containment or dispersal equipment, ensuring proper maintenance and functionality.

Disperse wildlife hazards using approved methods such as vehicles, pyrotechnics, or other appropriate techniques.

Investigate and collect data on aircraft wildlife strikes, contributing to understanding wildlife-related risks.

Coordinate and facilitate the Tampa International Airport Wildlife Hazard Working Group Meetings.

Maintain a flexible schedule and be available to respond to the airport needs on a 24/7/365 basis, including weekends, evenings, and nights, to conduct assessments, control measures, respond to wildlife hazards, or handle trapped wildlife.

Provides leadership to implement, review, evaluate, and update the TPA Wildlife Hazard Management Plan to ensure all recommendations, requirements, and resources are implemented or acquired to meet program goals and Part 139 compliance.

REQUIRED FOR ALL HCAA JOBS

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- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Experience may substitute on a year-for-year basis for the required education.
- of wildlife, environmental, or aviation experience and demonstrating experience in wildlife surveys and wildlife identification.

LICENSES AND CERTIFICATIONS

- Qualified Airport Wildlife Biologist (QAWB) within 1 Year Required

PREFERRED QUALIFICATIONS

- Associate's Degree in Biological Science, Environmental Sciences, or related field.
- Bachelor's Degree in Biological Science, Environmental Sciences, or related field.
- Experience in the development and implementation of wildlife control programs, wildlife hazard assessments and wildlife hazard management plans

KNOWLEDGE, SKILLS & ABILITIES

- Ability to operate in an active Airport Operations Area and the terminology and procedures necessary to safely operate in TPA's Non-Movement and Movement Areas.
- Demonstrates proficiency in performing statistical data analysis in Excel, collecting and editing data in a GIS platform, and preparing PowerPoint presentations related to Wildlife Hazard Management Programs.
- Demonstrates the ability to work effectively in a stressful environment while managing multiple tasks.
- Knowledge of FAR Part 139, FAA Advisory Circulars, FAA CertAlerts, and State of Florida Regulations related to Wildlife Management.
- Ability to have a positive working relationship with all Authority departments and airport stakeholders to implement Wildlife Hazard Management Programs.
- Ability to trap, haze, depredate, and euthanize wildlife as approved by permit or regulation.
- Ability to provide innovative ideas for improving wildlife hazard management practices, strategies, reporting, and data collection/analysis.
- Ability to provide leadership to implement, review, evaluate, and update the TPA Wildlife Hazard Management Plan to ensure all recommendations, requirements, and resources are implemented or acquired to meet program goals and Part 139 compliance.
- Ability to oversee the development and implementation of the Wildlife Hazard Management Programs for the three general aviation airports managed by Hillsborough County Aviation Authority.
- Knowledge of wildlife and natural resource rules and regulations on a local, state, and federal level, including the National Environmental Policy Act (NEPA).
- Ability to collect and analyze data in GIS or other similar platforms.
- Ability to complete a firearms safety training course and proficient with firearms.

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JOB POSTING

Work Control Coordinator

POSITION OVERVIEW

The ideal candidate for this position will have at least two years of administrative experience to include world class customer service skills, detailed reporting abilities and proficient data entry skills. Other responsibilities include various complex administrative/clerical duties, under general supervision, supporting the work control process and database management of the Maintenance department. May supervise subordinate administrative/clerical staff.

POSITION ROLES & RESPONSIBILITIES

Performs database management functions for the Work Order System.

Performs various complex administrative, clerical, and confidential functions and duties supporting the work control system of the Maintenance department.

Composes reports which include but not limited to; work order and PM history, trade summary, master employee hour detail reports and employee project hours, for approval or signature of divisional manager or senior divisional manager.

Schedules, coordinates and prepares meetings, meeting materials/handouts, appointments and conferences for divisional manager or senior divisional manager.

Accesses and secures restricted, sensitive and confidential records or information.

Researches and responds to requests for information and assistance, and determines priority status and refers to divisional manager or senior divisional manager, or other professional staff, as needed.

Plans, organizes and coordinates division wide activities required by divisional manager or senior divisional manager, and other professional staff.

Provides training to work control program users and maintains user manuals.

Provides guidance and training, and review the work of others to ensure accuracy, completion and timeliness of work control processes; may supervise lower level administrative/clerical staff.

May take department meeting minutes for divisional manager or senior divisional manager.

Performs all administrative functions of the Work Control computer program.

Performs other related duties as required.

REQUIRED FOR ALL HCAA JOBS

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Associate's Degree In Office Administration
- Of administrative/clerical experience
- An equivalent combination of education, training and experience that would reasonably be expected to provide the job-specific competencies

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JOB POSTING

Work Control System Specialist

POSITION OVERVIEW

The Work Control System Specialist (Maintenance) serves in an administrative and technical support role within the Authority's Maintenance Department to support the work control system (CityWorks). Responsibilities include various complex administrative/clerical duties under general supervision, supporting the work control process and database management of Maintenance.

POSITION ROLES & RESPONSIBILITIES

Performs various complex administrative, clerical, and technical support functions supporting the Work Control System of the Maintenance department and performs all administrative functions of the Work Control computer program.

Composes reports, including work order and PM history, trade summary, master employee hour detail reports, and employee project hours, for approval or signature of the divisional manager or senior divisional manager.

Provides guidance and training and reviews the work of others to ensure accuracy, completion, and timeliness of work control processes; may supervise lower-level administrative/clerical staff. Provides training to work control program users and maintains user manuals. Stays current with Work Order System training and provides/facilitates training to the Maintenance department.

Researches and responds to requests for information and assistance, determine priority status, and refers to the divisional manager, senior divisional manager, or other professional staff as needed.

Maintain the departmental dashboard for the monthly, quarterly, and annual performance measures reports for leadership.

Designs and implement business process workflow. Documents workflows, business process models, designs, and technical solutions. Continuously reviews workflows to establish innovative enhancements to Work Order System data entry and operational reports.

Leads team in planning and executing testing activities for system upgrades and enhancements. Collaborates with analysts, designers, and system owners in creating and testing new configurations and functionality.

Communicates and coordinates regularly with teammates and departmental staff to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Maintain the asset management database to ensure accurate and current information to maintain the asset throughout the life cycle of the asset.

Provides best practice guidance for Work Order System configuration.

- Assist in the establishment of departmental goals for work performance.

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- Complies with all HCAA Policies, Procedures, and Standards.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- High School Diploma/GED
- of administration experience to include working knowledge with a computerized maintenance management system (preferably CityWorks)

PREFERRED QUALIFICATIONS

- Associate's Degree Business Administration or related field

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and experience working with a computerized maintenance management system (i.e. CityWorks).
- Ability to perform all administrative and routine functions of the computerized maintenance management system, including but not limited to data entry proficiency, updating and maintaining databases, enhancements, searching information for reports, identifying errors, and troubleshooting and reconciliation.
- Ability to conduct research, collect and interpret data and compile statistical/analytical reports.
- Skill in using computers, computer-related software or programs, local networks, and databases.
- Ability to organize work, set priorities, and determine resource requirements.
- Knowledge of procedures, policies, and rules of the Maintenance department.
- Knowledge of processing administrative and clerical procedures, such as word processing, files and records maintenance, and other related procedures.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with others within and outside the Authority.
- Ability to handle restricted, sensitive, and confidential information.
- Ability to provide outstanding customer service, serve the public, and represent the Authority with courtesy and professionalism.

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TPA VISION STATEMENT

To be a vibrant aviation gateway for Tampa Bay, providing access and economic opportunity for our stakeholders.

The Aviation Authority-Tampa International Airport provides equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, age, sexual orientation, membership, or non-membership in an employee organization, or based on personal favoritism or other non-merit factors.

The Aviation Authority-Tampa International Airport is an equal opportunity employer and welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities and will reasonably accommodate the needs of those persons in the application and testing process. The decision on granting reasonable accommodation requests will be on a case-by-case basis.